

Weekly - Petty cash /expense card statement

Name	D. Shree Shree			Statement date	09/07/25		
Prepared by	D. Shree Shree			Sign	[Signature]		
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	R. S. K.	R. S. K.	Rose & Co. Dinner 4678	220	☒	☒	
2.	S. S. K.	S. S. K.	Rose & Co. Dinner 4624	220	☒	☒	
3.	N. C. PVT LTD	N. C. PVT LTD	Rose & Co. Dinner 4678	150	☒	☒	
4.	N. C. PVT LTD	N. C. PVT LTD	Rose & Co. Dinner 4679	220	☒	☒	
5.	N. C. PVT LTD	N. C. PVT LTD	Rose & Co. Dinner 4678	220	☒	☒	
6.					☐	☐	
7.	N. SQUARE LIFE SERVICES	LIP	Rose & Co. Dinner 4677	220	☒	☒	
8.					☐	☐	
9.	NPPR	NPPR	ADISSO CHURCH 01/07/25	220	☒	☒	
10.	NPPR	NPPR	LAPIDO CHURCH 08/07/25	150	☒	☒	
11.					☐	☐	
Amount to be credited by				Total:	1670		
Approved by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other.			
Sign:		Div. Manager		Accountant		Accounts Manager MD	
Date:							

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

mpa

Voucher No. _____

A/c. _____

Date : 2/07/25

Paid to	Rajido Bike Charges		
towards	Rajido Charges from HO to		
	Plot No 280 Documents Regs		
	08/7/25		
Rupees	One Hundred fifty only		
Paid by	Cheque		
	Cash		
	Cheque No.		
	Dated		
	Drawn on Bank		
Rs.	150		
Ps.			

Prepared by

G. JAI Approved by
AGM-HR & Admin

09 JUL 2025

Receiver's Signature

Printed by

[Signature]

Account No. 5052

5052

Printed by



Part of	Cash	Cheque No.	Dated	Drawn on Bank		
					120	
To the order of Mr. J. K. Singh					120	
08/12/22						
To the order of Mr. J. K. Singh					120	
08/12/22						
To the order of Mr. J. K. Singh					120	
08/12/22					120	

Via

Voucher No.

Date 08/12/22

DEBIT VOUCHER

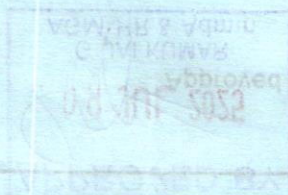
120

WAPC

Date: 03/07/22



Prepared by



Approved by

Receiver's Signature



Paid by	Cash				350	Rs
	Cheque					
		Cheque No.	Dated	Drawn on bank		
Purpose					500	Rs
To the Government of Karnataka						
for the purchase of seeds						
for the purchase of seeds						
for the purchase of seeds						
Paid to					500	Rs

No.

Voucher No.

Date

DEBIT VOUCHER

500

DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : 08/07/28

Rs.	220 00	Paid to Kora & Co. towards Purchasing of paper goods Bill No. 4673 Two Hundred Twenty Rupees only	Cheque No. Dated Drawn on Bank	Paid by Cheque Cash	APPROVED BY 09 JUL 2025 Approved by ADM-HR & Admin	Receiver's Signature []
Rs.	220 00					

Pleated pl

[Signature]

APPROVED BY
JUL 10 1958

RECEIVED'S SIGNATURE

[Signature]

Paid pl	Cash	Check	Check no.	Dated	Drawn on Bank		
						350	00
to the order of Mr. J. H. [illegible] for [illegible] to the order of Mr. J. H. [illegible] for [illegible]						350	00
to the order of Mr. J. H. [illegible]						350	00
to the order of Mr. J. H. [illegible]						Rs	Ps

no.

Account no.

Date

08/04/58

DEBIT VOUCHER

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.

Ph: 27704625, Call : 9032008269, SMS/Whats App : 9032008263
E-mail : rajastamps@hotmail.com

No.

4673

Date :

08/07/20

SI. No.

PARTICULARS

Rs.

Ps.

AMOUNT

1 Rubber Stamp 1 nos

220 00



TOTAL

220 00

For RAJA & CO.

As per Specimen Attached

M/s. N. S. BALAJI LIPS

SCIENCE LLP

As per description attached

FOR BATES & CO.

TOTAL

200 00

By: *[Signature]* Dt: *27/4/2*
SECURITY/239
CHECKED

INWARD	
Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
N SQUARE LIFE SCIENCE LLP (GREEN TOWER)	

BATES & CO.

CASH MEMO

DEBIT VOUCHER

8512

Voucher No. _____

A/c. _____

Date : 08/07/24

Rs.	220	Rs.	220	50	Paid to	Rs. & Co.
					towards	Provisions & Assets Sum
						Bill No. - 4678
					Rupees	Two Hundred Twenty Rupees only
					Cheque No.	
					Dated	
					Drawn on Bank	
					Paid by	Cheque / Cash

Receiver's Signature



Prepared by

SLM

Received by

Chw

ACW 111 2 40000

Received by

08 101 5052

Responsible signature



Received by	Cash	Credit	Credit no	Date	Drawn on Bank		
						550	RD
Received by <i>Chw</i> 111 2 40000 08 101 5052 Received by							
						550	RD
						RD	RD

AC

Received by

Date 08/09/20

DEBIT LOUSHER

5215

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapati Road,
SECUNDERABAD - 500 003.

Ph : 27704625, Call : 9032008269, SMS/Whats App : 9032008263
E-mail : rajastamps@hotmail.com

M/s. RSK

No.

4678

Date : 08/07/28

Sl. No.

PARTICULARS

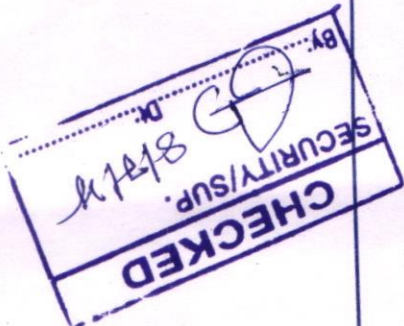
AMOUNT
Rs. Ps.

1 Rubber Stamp 1 nos 220 00

TOTAL

220 00

As per Specimen Attached
For RAJA & CO.



BA: <u> </u> DX: <u> </u> SECURITY/206 CHECKED		TOTAL <u> </u>		100% PAYABLE <u> </u>	
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INWARD	
Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
RJK(GREEN TOWER)	

DEBIT VOUCHER

834

Voucher No. _____

A/c. _____

Date : 08/07/28

Paid to	2020 & Co.	Rs.	220 00
towards	Purchase of 18 number gear	Rs.	220 00
	Blue note - 4624		
Rupees	Two Hundred and Twenty Rupees only		
Cheque No.		Drawn on Bank	
Dated			
Paid by	Cheque ☒ Cash ☐		
			220 00

APPROVED BY

09 JUL 2025
G. JAY KUMAR
AGM-HR & Admin

Approved by

Prepared by
Sms

Receiver's Signature



CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.

Ph : 27704625, Call : 9032008269, SMS/Whats App : 9032008263
E-mail : rajastamps@hotmail.com

No.

4674

SI. No.

PARTICULARS

Rs. AMOUNT Ps.

Date :

08/07/20

M/s.

SSK

1 Answer Stamp 1 nos 220 00

TOTAL

220 00

For RAJA & CO.

As per Specimen Attached



5/12/20

GA. 27212
SECURITY
CHECKED

INWARD	
Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
SJK (GREEN TOWER)	

DEBIT VOUCHER

V.C. PVT LTD &
14.5.2017

Voucher No. _____

A/c. _____

Date: 08/07/28

Rs.	150	Rs.	150	Paid to	Rosa - acc.		
					towards	Recovering of Buyer Stamp	5000/-
P.S.	150	P.S.	150	Rupess	one thousand fifty only		
					Cheque No.	Dated	Drawn on Bank
				Paid by	Cheque	Cash	

Receiver's Signature



Approved by

APPROVED BY

G. JAI KUMAR
AGM-HR & Admin

09 JUL 2025

Prepared by

[Signature]

Received by

[Signature]



Receiver's Signature



Paid by	Cash	Cheque	Cheque no.	Dated	Drawn on Bank		
Barbara						100	100
						S	
WILL MORE NEAR							
TOWARDS BARBARA FOR BARBARA CHEQUE							100
Paid to							

Vic

Account No

Date

08/05/52

DEBIT VOUCHER

100 BAR 100

100 BAR 100

CASH MEMO

ESTD. : 1938

RAJA & CO.,
RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
Ph: 27704625, Call : 9032008269, SMS/Whats App : 9032008263
E-mail : rajastamps@hotmail.com

M/s. V.C. PVT LTD

4 H G PVT LTD

No.

4675

Date :

08/07/28

SI. No.

PARTICULARS

AMOUNT
Rs. Ps.

1 1000000 000000

TOTAL

1500000

As per Specimen Attached

For RAJA & CO.



GREENS TOWERS

1-10-176, Greens Towers,

Begumpet Main Road,

Opp. Hyderabad Public School,

HYDERABAD-500 016. T.G.

HYDERABAD-500 016. T.G.

Opp. Hyderabad Public School,

Begumpet Main Road,

1-10-176, Greens Towers,

GREENS TOWERS

RECEIVED
2/1/78

CHECK

V. C. PV7-17D

Voucher No. _____

A/C.

Date: 08/07/28

[illegible]

3/15

APPROVED BY
09 JUL 2025
G. JAI KUMAR
AGM-HR & Admin



CASH MEMO

ESTD.: 1938

RAJA & CO.,

RUBBER STAMP MAKERS
7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
Ph: 27704623, Cell: 9032008269, SMS/Whats App: 9032008263
E-mail: rajastamps@hotmail.com

M/s. V.C. RVT. LTD

No.

4679

Date: 08/07/28

SI. No.

PARTICULARS

AMOUNT
Rs. Ps.

1 Rubber Stamp Mugs 220 00

TOTAL

220 00

For RAJA & CO.

As per Specimen Attached



822

СЕРВИС
CHECK

CHECKED

VERDANT CORPORATION FRY LTD (GREEN TOWER)

Received By:

បង្ហាត់

MRN No:

34

Inward No:

Dc:

INWARD

DEBIT VOUCHER

H.A. RM. LTD.

Voucher No. _____

A/c. _____

Date : 08/07/22

Paid to	Raj & Co.				
	towards Purchases of Rubber Stamps				
	Girnar - 4677				
	Rupees				
	Two Hundred Twenty only				
Cheque No.		Dated		Drawn on Bank	
Paid by		Cheque		Cash	
220 00		220 00		220 00	
Rs.		Rs.		Ps.	

Prepared by *[Signature]*

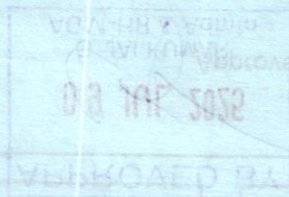
APPROVED BY
 09 JUL 2025
 G. JAI KUMAR
 AGM-HR & Admin
 Approved by

Receiver's Signature



Prepared by

[Signature]



Approved by

Receiver's signature



Paid to	Cash	Cheque	Cheque no.	Dated	Drawn on bank	Rs	Paise
						850	00
Business							
Bills							
Bills							
Bills						550	00
Bills						80	00

Vic.

Voucher No.

Date

08/01/52

DEBIT VOUCHER

11.00.00

CASH MEMO

ESTD.: 1938

RAJA & CO.,

RUBBER STAMP MAKERS
7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
Ph: 27704625, Cell: 9032008269, SMS/Whats App: 9032008263
E-mail: rajastamps@hotmail.com

M/s.

19. G. DVT LSA

No.

4677

Date :

08/07/24

Sl. No.

PARTICULARS

Rs.

Ps.

AMOUNT

1 Asseser Growth 1 nos

220

00

TOTAL

220

00

As per Specimen Attached

For RAJA & CO.



AS PER DISCUSSION ATTACHED

FOR RAY & CO

TOTAL

550.00

BA: *[Signature]* DT: *14/10/19*
SECURITY SUB
CHECKED

INWARD	
Inward No:	
MRN No:	
Received By:	
DT:	
DT:	
HARITHA GLOBAL PVT. LTD. (GREEN TOWER)	

www.himachalpradesh.gov.in
HIMACHAL PRADESH
GOVERNMENT
SECRETARY
HIMACHAL PRADESH
GOVERNMENT
SECRETARY

14.10.19

NEW