Weekly - Petty cash /expense card statement.

Name	D. Shive Shewar	Statement date	09/07/25
Prepared by	D. Shive Shewar	Sign	Sy
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.						
2.	R.T.K.	R.T.K.	Rose & Co. Bruno's 4678	220	☐Y ☐N	☐Y ☐N
3.	S.J.K.	S.J.K.	Rose & Co. Bruno's 4624	220	☐Y ☐N	☐Y ☐N
4.	V.C. PVT LTD	W.G. PVT LTD	Rose & Co. Bruno's 4675	150	☐Y ☐N	☐Y ☐N
5.	V.C. PVT LTD.		Rose & Co. Bruno's 4679	220	☐Y ☐N	☐Y ☐N
6.	W.G. PVT LTD		Rose & Co. Bruno's 4677	220	☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.	N. SQUARE LIFE SCIENCES LLP		Rose & Co. Bruno's 4677	220	☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.	MPPL	MPPL	Rapido Cruise 01/07/25	220	☐Y ☐N	☐Y ☐N
11.	MPPL	MPPL	Rapido Cruise 08/07/25	150	☐Y ☐N	☐Y ☐N
			Total:	1620/-		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
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 receipted 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

MPRL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 8/07/25

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

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

Prepared by — Approved by — Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

Date: 8/09/25

A/c. ____________

	Rs.	Ps.
Paid to: Rapido Bike Charges		
Towards: Rapido Charges from 10-10 Plot No 230 Document Ready 08/9/25	150	
Rupees: One Hundred Fifty only		
Paid by: Cash / Cheque. Cheque No. ____ Dated ____ Drawn on Bank ____	150	

APPROVED BY
9 JUL 2025
G. M./Approved by
AGM-HR & Admin

Prepared by

Receiver's Signature

MAPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 03/07/25

	Rs.	Ps.
Paid to RAPIDO	220	00
towards RAPIDO charge from Ho to		
PNo: 280 Docomar Base 01/07/25		
Rupees Two Hundered Twenty only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	220	00

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

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date ____________

	Rs	Ps.
Paid to		
towards	220	
Rupees Two Hundred Twenty Only		
Paid by Cash / Cheque — Cheque No. ______ Dated ______ Drawn on Bank ______	220	

Prepared by

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

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

Date : 08/07/25

A/c. ____________

	Rs.	Ps.
Paid to Raza & Co.	220	00
towards Purchasing of Rubber Stamps		
Bill no. 4673		
Rupees Two Hundred Twenty Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	220	00

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

Prepared by

Approved by

Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

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

M/s. N. SQUARE LIFE SCIENCES LLP

No. 4673

Date : 08/07/24

INWARD

N SQUARE LIFE SCIENCE LLP (GREEN TOWER)

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp 1 nos	220	00
	TOTAL	220	00

CHECKED
SECURITY/SUP.
8/7/24
By: .... Dt: ....

As per Specimen Attached

For RAJA & CO.

INWARD

Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:

N SQUARE LIFE SCIENCE LLP (GREEN TOWER)

CHECKED

SECURITY/SUP.

DT: ....

BY: ....

RJK

DEBIT VOUCHER

Voucher No. ____________

Date : 08/07/25

A/c. ____________

	Rs.	Ps.
Paid to Rosen & CO.	220	00
towards Purchasing of Rubber Stamp		
Bill no. - 4678		
Rupees Two Hundred Twenty Rupees only		
Paid by Cheque / Cash ✓ Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	220	00

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

Prepared by   Approved by   Receiver's Signature

[illegible]

DEBIT VOUCHER

Voucher No. ____________

Date 08/07/25

A/c ____________

Paid to [illegible]	Rs.	Ps.
towards [illegible]	220	00
[illegible]		
Rupees Two Hundred Twenty only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	220	00

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

Prepared by [signature] Approved by Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

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

M/s. RJK.

No. 4678

Date : 08/07/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber stamp 1 nos	220	00
	TOTAL	220	00

As per Specimen Attached

For RAJA & CO.

CHECKED
SECURITY/SUP.
Dt: 8/7/25
By:

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

CHECKED
SECURITY/SUP.
DT: ....
BY: ....

88K

DEBIT VOUCHER

Voucher No. ____________

Date : 08/07/25

A/c. ____________

	Rs.	Ps.
Paid to Razan & Co.	220	00
towards Purchasing of Rubber Shu		
Bill no:- 4674		
Rupees Two Hundred Twenty Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	220	00

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

Prepared by | Approved by | Receiver's Signature

8521

DEBIT VOUCHER

Voucher No ____________ Date : 08/07/25

A/c. ____________

	Rs.	Ps.
Paid to [illegible] & Co.		
towards Purchase of Plumber [illegible]	228	00
[illegible]		
Rupees Two Hundred Twenty Eight only		
Paid by Cash ✓ / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	228	00

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

Prepared by [signature] Approved by Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

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

M/s. SSK

No. 4674

Date : 08/07/24

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp 1 no	220	00
	TOTAL	220	00

As per Specimen Attached

For RAJA & CO.

CHECKED
SECURITY/SUP.
Dt. 8/7/24
By:

INWARD

Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:

SJK (GREEN TOWER)

CHECKED

SECURITY SUP.

Dt.

BY

V.C PVT LTD &
IA.G. PVT LTD

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 08/07/25

	Rs.	Ps.
Paid to Raja & Co.		
towards Purchasing of Rubber Stamp	150	00
Bill no: 4678		
Rupees One hundred fifty only		
Paid by Cheque / Cash ✓ Cheque No. ____ Dated ____ Drawn on Bank ____	150	00

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

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ______________ Date: ______________

A/c ______________

Particulars	Rs.	Ps.
Paid to		
towards	150	00
Rupees One hundred fifty only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	150	00

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

Prepared by Approved by Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

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

M/s. V.C. PVT LTD
& H G PVT LTD

No. 4675

Date : 08/07/28

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp 1 no	150	00
	TOTAL	150	00

CHECKED
SECURITY/SUP.
8/7/28

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

GREENS TOWERS
1-10-176, Greens Towers,
Begumpet Main Road,
Opp. Hyderabad Public School,
HYDERABAD-500 016. T.G

CHECKED
SECURITY SUPV.

V.G PVT_LTD

DEBIT VOUCHER

Voucher No. ____________

Date : 08/07/25

A/c. ____________

	Rs.	Ps.
Paid to Roza & Co	220	00
towards Purchasing of Rubber Stamp		
Bill no. 4679		
Rupees Two Hundred Twenty only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	220	00

Prepared by

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

Approved by

Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

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

M/s. V.C. PVT. LTD

No. 4679

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.

CHECKED
SECURITY/SUP.
Dt.
By

INWARD

Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:

VERDANT CORPORATION PVT LTD (GREEN TOWER)

CHECKED

SECURITY/SUP.

Dt.

H.G. PVT. LTD.

DEBIT VOUCHER

Voucher No. ____________

Date : 08/07/25

A/c. ____________

	Rs.	Ps.
Paid to Raju & Co.	220	00
towards Purchasing of Rubber Stamps		
Bill no. - 4677		
Rupees Two Thousand Twenty Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	220	00

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

Prepared by

Approved by

Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

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

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

M/s. H.G. PVT LTD

No. 4677

Date : 08/07/24

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp 1 nos	220	00
	TOTAL	220	00

As per Specimen Attached

For RAJA & CO.

CHECKED
SECURITY/SUP.
8/7/24
By: .... Dt: ....

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

INWARD

Inward No:

Dt:

MRN No:

Dt:

Received By:

Sign:

HARITHA GLOBAL PVT. LTD.(GREEN TOWER)

CHECKED

SECURITY/SUP.

DT:

BY: