Weekly - Petty cash /expense card statement.

Name	D. Swaran Sreenath		Statement date	07/02/25				
Prepared by	D. Swaran Sreenath		Sign					
From period			To period					
Sl No	Debit to company	Debit to project	Description of expense		Amount		Bill enclosed	GST bill
1.	MH SVC	MH SVC	Sri Mahalakshmi Enterprises 9758 Bill no. 100 E-oil		600		☑Y ☐N	☐Y ☑N
2.	MH SVC	MH SVC	Sri Mahalakshmi Enterprises 9758 Bill no. 072 coolent		200		☑Y ☐N	☐Y ☑N
3.	MH SVC	MH SVC	FASTag Recharge 9758		200		☑Y ☐N	☐Y ☑N
4.							☐Y ☐N	☐Y ☐N
5.							☐Y ☐N	☐Y ☐N
6.							☐Y ☐N	☐Y ☐N
7.							☐Y ☐N	☐Y ☐N
8.							☐Y ☐N	☐Y ☐N
9.							☐Y ☐N	☐Y ☐N
10.							☐Y ☐N	☐Y ☐N
11.	Total				1000/-			
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

DEBIT VOUCHER

Modi Housing-Services
Pvt Ltd

Voucher No. ____________

A/c. ____________ Date : 3/2/24

	Rs.	Ps.
Paid to Sri Manjunath Enterprises		
towards Purchase at Engine OIL Servo	600	00
TS 10 UA 9758		
Rupees Six hundred only		
Paid by ~~Cheque~~ / Cash ✓ Cheque No. ____ Dated ____ Drawn on Bank ____	600	00

Prepared by

APPROVED
04 F...
MINISH PAR...
MANAGER PR...

Approved by

Receiver's Signature

QUOTATION

Cell: 9247246869
7207036869

SRI MANJUNATH ENTERPRISES

Sai Nagar, Kushaiguda Main Road, Near MRR School, Hyd-62

100

Date 3/2/24

M/s

Qty.	PARTICULARS	RATE	Amount Rs.	Ps.
2	Servo 15W40	300/-	600/-	
		TOTAL	600/-	

Shell

Castrol

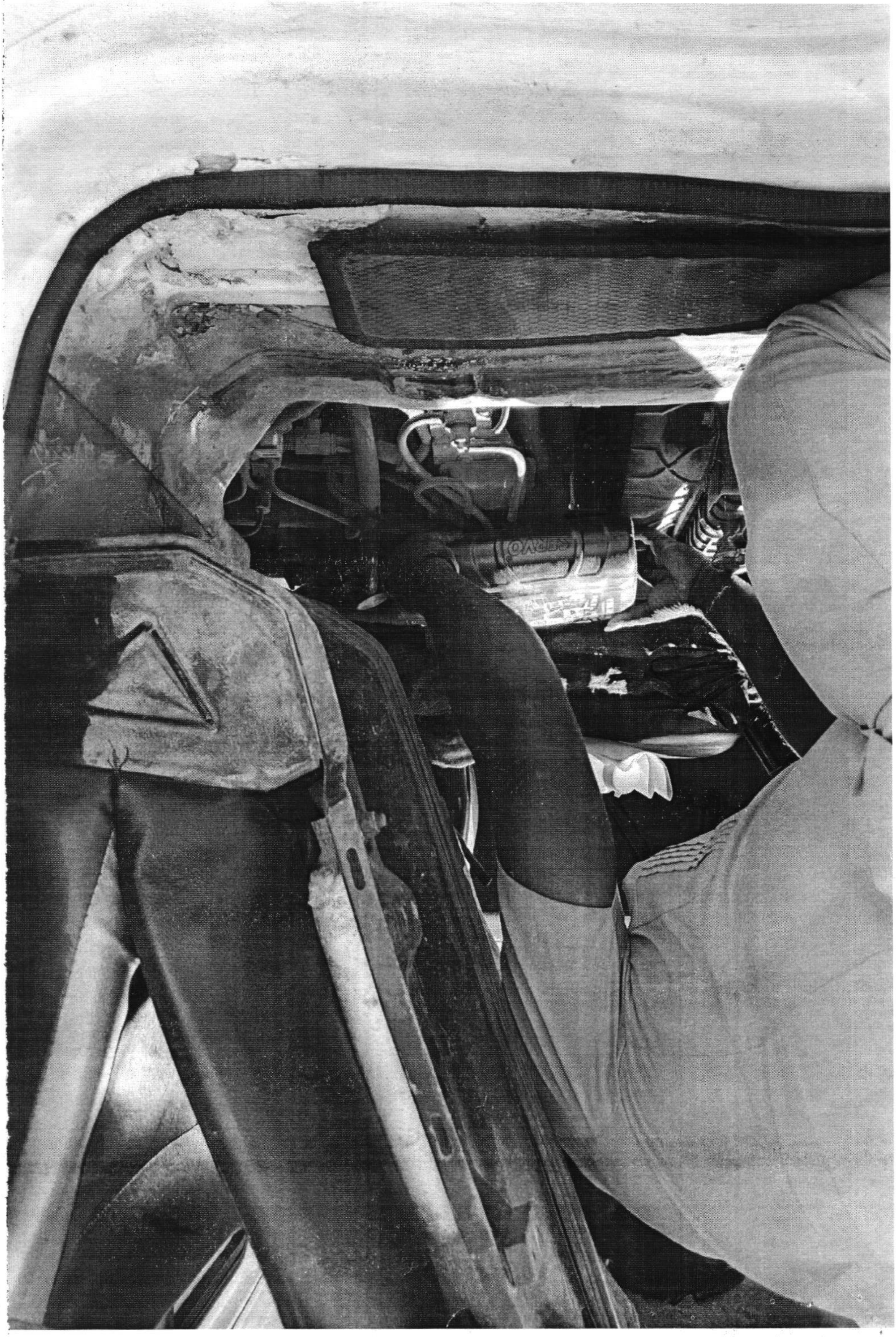
HP

SERVO

Thanks Visit Again

Goods once sold will not be taken back or Exchanged.

Signature.



DEBIT VOUCHER

Modi Housing Pvt Ltd - services

Voucher No. ____________

A/c. ____________ Date : 3/2/25

Paid to Sri Manjunatha Enterprises.	Rs.	Ps.
towards Purchase of Radiator Br. coolent OIL TS10UA9758	200	00
Rupees Two hundred only		
Paid by ~~Cheque~~ / Cash✓ — Cheque No. — Dated — Drawn on Bank	200	00

APPROVED
04 FEB
MINISH PARIKH
MANAGER PRO

Prepared by

Approved by

Receiver's Signature

QUOTATION

Cell: 9247246869
7207036869

SRI MANJUNATH ENTERPRISES

Sai Nagar, Kushaiguda Main Road, Near MRR School, Hyd-62

072 Date: 25/1/25

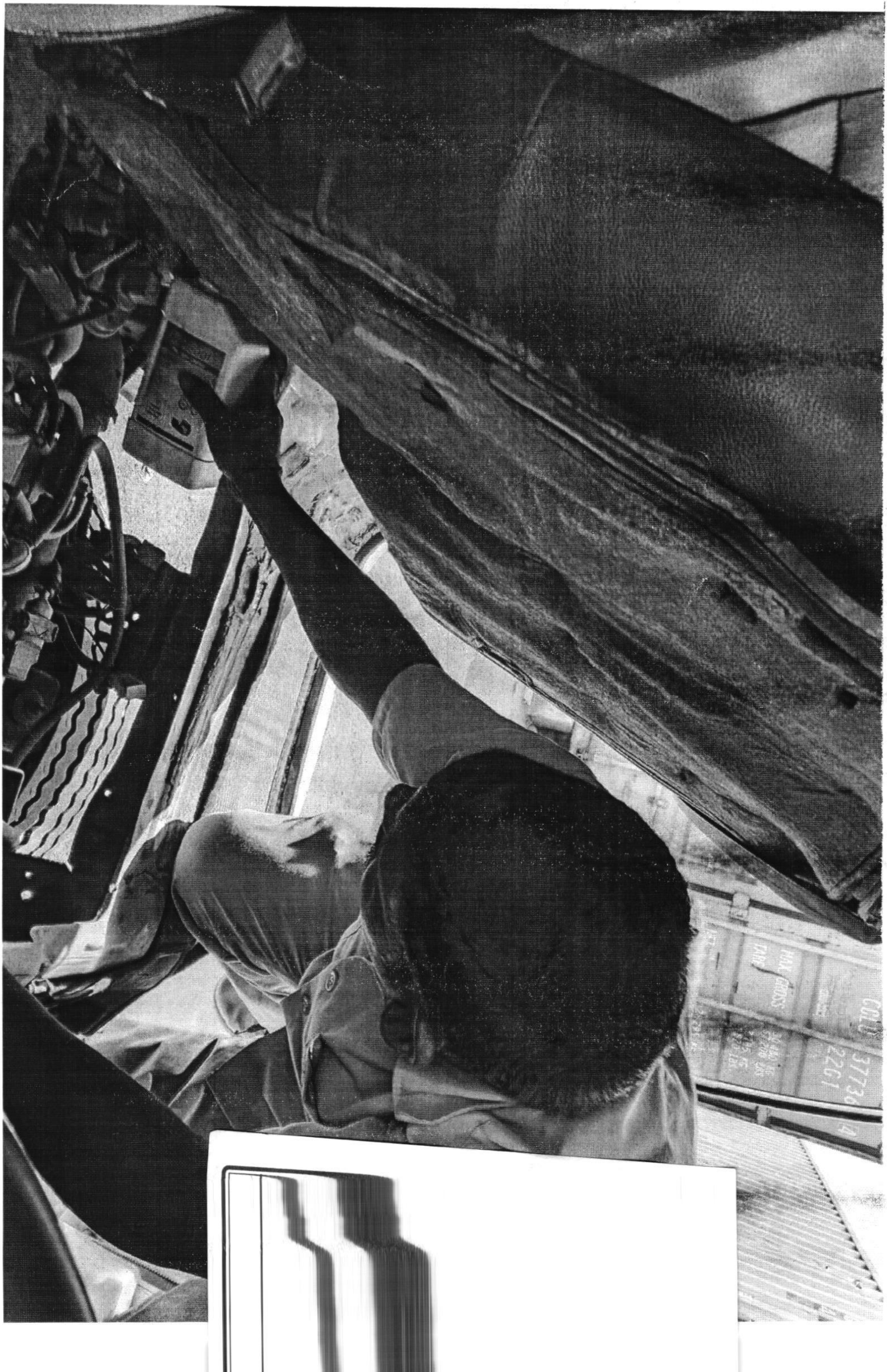
M/s

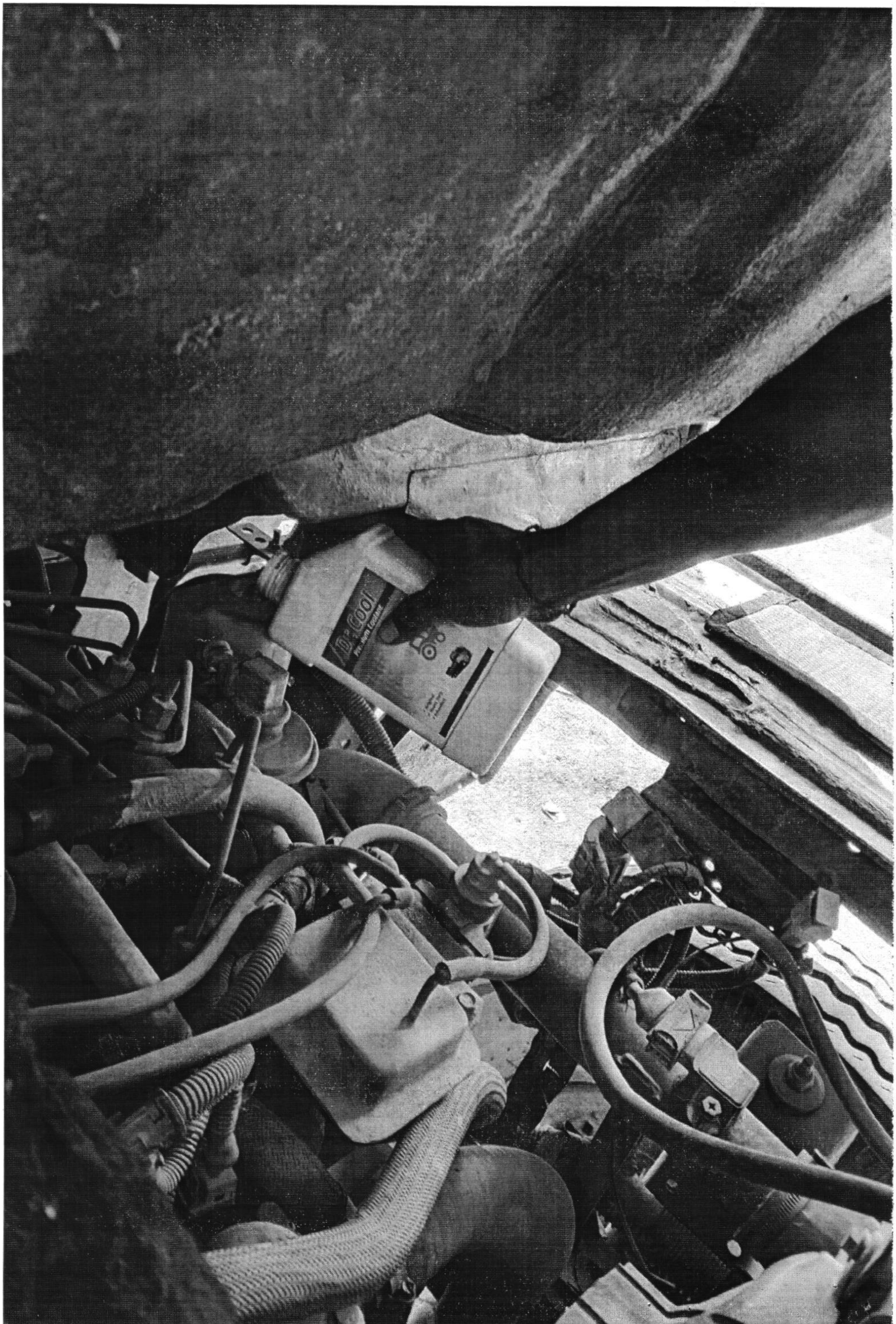
Qty.	PARTICULARS	RATE	Amount Rs.	Ps.
1	Dr. Coolant		200/-	
		TOTAL	200/-	

Thanks Visit Again

Goods once sold will not be taken back or Exchanged.

Signature.





DEBIT VOUCHER

Modi Housing Pvt Ltd - Services

Voucher No. ____________

A/c. ____________ Date : 4/2/25

Paid to Fastag Recharge Successful	Rs.	Ps.
towards Recharge at Fastag	200	00
TS10UA9758		
Rupees Two hundred only		
Paid by ~~Cheque~~ / Cash — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	200	00

APPROVED

04 FEB

Prepared by

Approved by

MINISH PARIKH

MANAGER PRO

Receiver's Signature

4:54 84%

FASTag Recharge successful
03:29 PM on 04 Feb 2025

FASTag Recharge for

Bajaj Finance Limited Fastag ₹200
ts10ua9758

Bill Details

Payment details

Transaction ID
NX25020415293267274581141

BBPS Transaction ID
PP015035BX54Q171E046

Debited from
XXXXX5894 ₹200
UTR: 018341278727

View History **Split Expense** **Share Receipt**

Contact PhonePe Support

Powered by
UPI YES BANK