Weekly - Petty cash /expense card statement.

Name	DK. HEMENDRAA	Statement date	19-2-2025
Prepared by	HEMENDRA	Sign	
From period	22-1-2025	To period	19-2-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR		Sri refrigeration & air condition works for 2 nos AC servicing charges	1200-00	✓	
2.						
3.						
4.						
5.						
6.						
7.						
8.				1200-00		
9.						

Amount to be credited by	☐ Transfer to Haapay card, ☑ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED			
Date:	19 FEB			

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			
Company/Firm	MODIHOUSING PVT LTD-MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Sri refrigeration & air conditioner works		
Towards/description of work	Voltas A C servicing charges 2 nos		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 13-2-2025	To: -	
Amount in Rs.	1200/-		
Amount in words	One thousand two hundred only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			

APPROVED
MINISH PARIKH
MANAGER

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

SERVICE BILL

Sri Refrigeration & Air Conditioner Works

Office : H.No. 15-103/1, Swaroop Nagar, Babisaheb Makta, Uppal, Hyd.
Cell : 9885508737, 9246847522, Ph : 040-65143753, Email : sri.refrigeration@gmail.com

S. No. : 277

M/s Modi housing Pvt ltd.
Rampally

Dated : 13/02/25

Order Ref. :

Sl. No.	DESCRIPTION	QTY	RATE	AMOUNT Rs. Ps.
1)	Voltas A.c servicing chages	02	600	1200/-
			GRAND TOTAL	1200/-

INWARD
Inward No: 1463 Dt: 18/02/25
MRN No: Dt:
Received By: Sign:
MODI HOUSING PVT. LTD

Rupees one thousand two hundred Rupees only

1. Interest@24% will be charged on this bill if not settled within 15 days
2. We do not accept responsibility for loss shortage, damage or delay once goods are delivered to carries
3. Goods once sold will not be taken back

For Sri Refrigeration & Air Conditioner Works

Authorised Signature