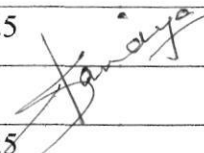
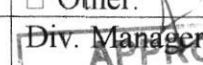


Weekly - Petty cash /expense card statement.

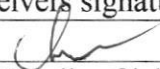
Name	DK. HEMENDRAA		Statement date	19-2-2025		
Prepared by	HEMENDRA		Sign			
From period	22-1-2025		To period	19-2-2025		

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.						

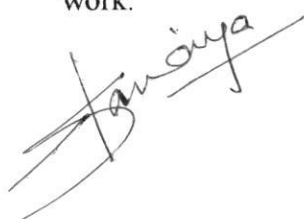
Amount to be credited by ☐ Transfer to Haapay card, ☒ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.
☐ Other:

Approved by:	Div. Manager 	Accountant	Accounts Manager	MD
Sign:				
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			
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			

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.



Sri Refrigeration & Air Conditioner Works

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

M/s Modi housing Pvt Ltd.
Rambally

S. No. : 277

Dated : 13/02/25

Order Ref. :

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

INWARD

Inward No: 11463 Dt: 18/02/25

MRN No: _____ Dt: _____

Received By: _____ Sign: A

MODI HOUSING PVT. LTD

Rupees one thousand two hundred Rupees only

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

For Sri Refrigeration & Air Conditioner Works

D. L.
Authorised Signature