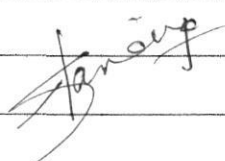
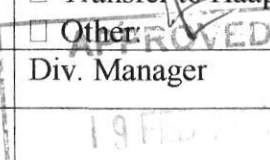


Weekly - Petty cash /expense card statement.

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.	MHSVC		Manyamma part time sweeping Jan-2025	4500-00		
2.	MHSVC		Sri ganga water plant for Jan-25, for staff & others	1000-00	✓	
3.	MHSVC		Santosh tea charges 1-1-25 to 15-1-25 staff & others	2125-00		
4.	MHSVC		Santosh tea charges 16-1-25 to 31-1-25 staff & others	2125-00		
5.			Bank charges	100-00		
6.						
7.						
8.						
9.				9850-00		

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

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	19 FEB 2025 MINISH PARIKH MANAGER C&D			

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, MHSVC		
Project	MHTR@RAMPALLY		
Voucher no.			
Account head			
Paid to	Manyamma		
Towards/description of work	Towards part time sweeping, for 31days @3000/= rs 3000/-, Bathroom cleaning 1500/= for JAN- 2025		
Location of work	MHTR- RAMPALLY STORES		
Period	From:	1-1-2025	To: 31-1-2025
Amount in Rs.	4500/-		
Amount in words	Four thousand fivehundred only		
Mode of payment	Cheque/trf no.	Date	Bank
CASH	APPROVED		
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA	19 FEB		M. A. T. S. S.

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.

Manyamma

DEBIT VOUCHER			
Company/Firm	MODIHOUSING PVT LTD-MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Sri ganga water plant		
Towards/description of work	Supply of drinking water for staff & others for Janaury-2025		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 1-1-2025	To: 31-1-2025	
Amount in Rs.	1000/-		
Amount in words	One thousand only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash	APPROVED		
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.

[Handwritten signature]

MANAGER P.O.



Cell : 9705296389, 9010486389

SRI GANGA WATER PLANT

H.N.9-7-34, Rampally (V), Keesara (M), Medchal Dist.

To.....MHPL.....Date:.....Jan 25.....

Date of Delivery	No. of Bottles			Recived By Signature
	Full Delivery	Emty Return	Balance of Party	
3/01/25	07	—	—	<u>Sgt</u>
6/01/25	05	—	—	<u>Sgt</u>
10/01/25	06	—	—	<u>Sgt</u>
16/01/25	07	—	—	<u>Sgt</u>
20/1/25	2	—	—	<u>Sgt</u>
22/1/25	5	—	—	<u>Sgt</u>
25/1/25	5	—	—	<u>Sgt</u>
28/1/25	2	—	—	<u>Sgt</u>
29/1/25	6	—	—	<u>Sgt</u>
31/1/25	5	—	—	<u>Sgt</u>
TOTAL	50	—	1000/-	<u>Rs.</u>
				INWARD
				Inward No: 11399 Dt: 4/02/25
				MRN No: Dt:
				Received By: Sign: <u>A</u>
				MODI HOUSING PVT. LTD

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Santosh		
Towards/description of work	Towards supply of tea for staff & others		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 1-1-2025	To:	15-1-2025
Amount in Rs.	2125/-		
Amount in words	Two thousand one hundred twenty five only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			<i>Santosh</i>

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.

Sanjaya

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Santosh		
Towards/description of work	Towards supply of tea for staff & others		
Location of work	MHTR@ RAMPALLY STORES		
Period	From:	16-1-2025	To: 31-1-2025
Amount in Rs.	2125/-		
Amount in words	Two thousand one hundred twenty five only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash	APPROVED		
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			Santosh

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.

Santosh