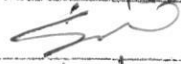


Weekly - Petty cash /expense card statement.

Name		J. Selva Kumar		Statement date		18/03/2025	
Prepared by		J. Selva Kumar		Sign			
From period		15/03/25		To period		18/03/25	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	INDIAN BAZAR			
2.			Local purchasing of Garbage	4,060/-		
3.			Covers for HO purpose			
4.						
5.	MHTR	MHTR	INDIAN BAZAR			
6.			Local purchasing of Cupset	450/-		
7.			for HO purpose			
8.						
9.				4,510/-		

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

Approved by: APPROVED 18 MAR 25 MINISH PARIKH

Sign: MANAGER ACCOUNTANT ACCOUNTS MANAGER MD

Date: 18 MAR 25 18 MAR 25 18 MAR 25 18 MAR 25

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

Modi Housing Pvt. Ltd Trading.

Voucher No. _____

A/c. _____ Date: 15/03/2025

Paid to	Rs.	Ps.
Indian Bazar		
towards Local purchasing of garbage cover		
(Small) & garbage covers (Big).	4,060/-	
Rupees Four thousand and sixty Rupees	/	
Only		
Cheque No. _____		
Dated _____		
Drawn on Bank		
Paid by <u>Cheque</u>		
<u>Cash</u>		
	4,060/-	

APPROVED

Prepared by
Sadhana

18 MAR '25
Approved by
MINISH PARIKH
MANAGER PRO.

Receiver's Signature

1944

CASH MEMOCell : 9885609010
8919605295**INDIAN BAZAR**# 4-1-91/19, Shop No. 4, EMR Complex, Opp. NTR Studio,
Bhawani Nagar, Nacharam, Hyderabad.

No.

282

Date 15/3/25

M/s.

Modi Housing Pvt Ltd Trading

Address.

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount	
				Rs.	Ps.
1	Garbage Cover Small	2	1050	2100	0
2	Garbage Cover Bim	2	980	1960	0
INWARD Inward No: 609 Dt: 18/3/25 MRN No: Dt: Received By: [Signature] Sign: [Signature] MODI PROPERTIES					
TOTAL				4060	

For **INDIAN BAZAR**

Authorised Signature

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

DEBIT VOUCHER

Modi Housing Pvt. Ltd. Trading

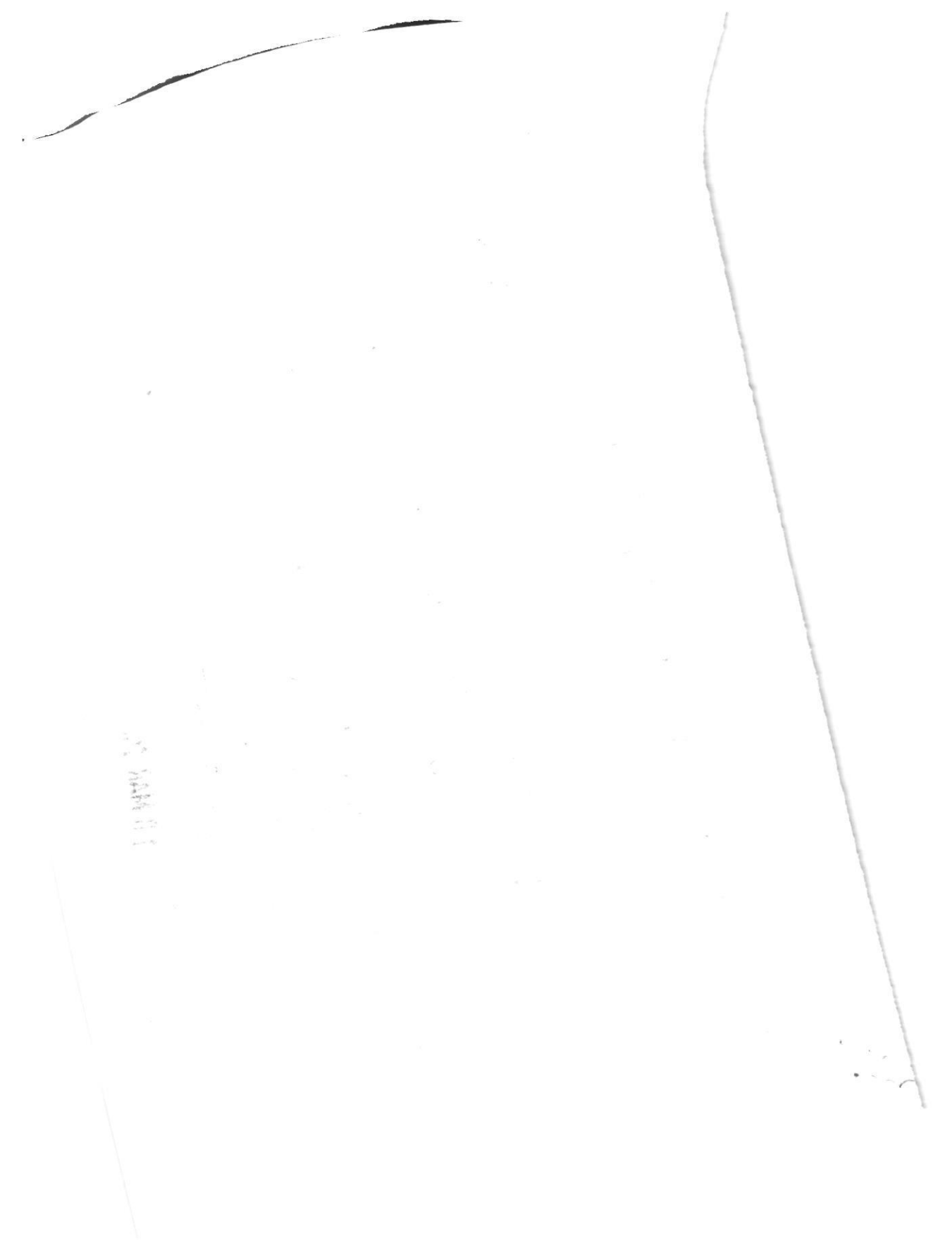
Voucher No. _____ Date: 15/03/2025

Paid to	Rs.	Ps.
Indian bazar.		
towards Local Purchasing of cup set.	450/-	
Rupees Four hundred and Fifty Rupees		
Only		
Paid by <u>Cheque</u> Cash		
Cheque No. <u>4</u>		
Dated <u>15/03/2025</u>		
Drawn on Bank		
	450/-	

Receiver's Signature 

18 MAR 2025
Approved by
MINISH PARIKH
MANAGER PRO. CHIT

Prepared by



CASH MEMO

Cell: 9885609010
8979605295

INDIAN BAZAR

4-1-91/19, Shop No. 4, EMR Complex, Opp. NTR Studio,
Bhawani Nagar, Nacharam, Hyderabad.

No.

Date 15/3/25

M/s.

262
Modi Housing Pvt Ltd - Trading

Address

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount	
				Rs.	Ps.
1	Cup Set	1 Set	450	450	
INWARD Inward No: 11573 Dt: 15/3/25 MRN No: Dt: Received By: Sign:  MODI HOUSING PVT. LTD					
TOTAL				450	

For INDIAN BAZAR

Authorised Signature