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 28 days @3000/= rs 3000/-, Bathroom cleaning 1500/= for FEB- 2025		
Location of work	MHTR- RAMPALLY STORES		
Period	From: 1-2-2025	To:	28-2-2025
Amount in Rs.	4500/-		
Amount in words	Four thousand five hundred only		
Mode of payment	Cheque/trf no.	Date	Bank
CASH			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA	MINISH PARIKH		

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.

Weekly - Petty cash /expense card statement.

Name	DK. HEMENDRAA	Statement date	27-3-2025
Prepared by	HEMENDRA	Sign	
From period	7-3-2025	To period	25-3-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Manyamma part time sweeping Feb- 25	4500-00		
2.	MHSVC		Bank charges	100-00		
3.						
4.						
5.						
6.						
7.						
8.				4600-00		
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 27 MAR 20.. MINISH PARIKH MANAGER			
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