Weekly - Petty cash /expense card statement.

Name	J. Selva kumar.	Statement date	18/04/25
Prepared by	J. Selva kumar.	Sign	
From period	01/04/25	To period	17/04/25

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 cover big,	3,400/-		
3.			Small for HO use purpose.			
4.	MHTR	MHTR.	MAHA SAI ENTERPRISES.			
5.			Local purchasing of stretch Film-	1,164/-		
6.			450M.			
7.	MHTR	MHTR.	RAPIDO.			
8.			Rapido charges for getting Rc from uppal.	300/-		
9.				4,864/-		

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:				

APPROVED
18 APR 20.1
MINISH PARIKH
MANAGER PRO.

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

Modi Housing Pvt Ltd Trading.

Voucher No. ____________

A/c. ____________ Date : 02/04/25

Paid to Rapido.	Rs.	Ps.
towards Rapido charges for getting RC from uppal.	300/-	
Rupees Three hundred Rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	300/-	

APPROVED
18 APR 20..
MINISH PARIKH
MANAGER PRO...

Sadhana
Prepared by

Approved by

Receiver's Signature

पे

Transaction Successful

12:20 PM on 02 Apr 2025

Paid to

SA

SURAM AKSHAY ₹300

XXXXXX0149-2@ibl

Banking Name : Suram Akshay

Transfer Details

Transaction ID

T2504021219452691198165

Debited from

XXXXX2902 ₹300

UTR: 321638766432

Powered by

UPI ICICI Bank

CASH MEMO

Cell : 9885609010
8919605295

INDIAN BAZAR

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

No. 298　　Date 17/4/25

M/s. Modi housing pvt Ltd trading

Address

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount Rs.	Ps.
1	garbage cover Big	2	950	1900	00
2	garbage cover small	2	750	1500	00
			TOTAL	3400	00

For INDIAN BAZAR

Authorised Signature

DEBIT VOUCHER

Modi Housing Pvt. Ltd. Trading.

Voucher No. ______________

A/c. ______________ Date : 15/04/2025

Paid to Maha Sai Enterprises.	Rs.	Ps.
towards Local purchasing of stretch Film - 450M	1,164/-	
Rupees One thousand one hundred & Sixty four Rupees Only.		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	1,164/-	

APPROVED
18 APR 20..
MINISH PARIKH
MANAGER PRO...

Sadhana.
Prepared by

Approved by

Receiver's Signature


POWER

DEBIT VOUCHER

Modi Housing Pvt Ltd Trading.

Voucher No. __________

A/c. __________ Date : 17/04/2025

		Rs.	Ps.
Paid to	Indian Bazar.		
towards	Local purchasing of Garbage cover (big), garbage cover (small) for HO purpose.	3,400/-	
Rupees	Three Thousand and Four hundred Rupees only.		
Paid by Cheque / Cash	Cheque No. ___ Dated ___ Drawn on Bank ___	3,400/-	

APPROVED

18 APR 2025

Prepared by Sadhana.

Approved by

MINISH PARIKH
MANAGER PRO...

Receiver's Signature

GSTIN : 36BMYPS7634D1ZC

GST INVOICE
CASH/CREDIT MEMO

Cell : 9505056620, 9010597678

Maha Sai Enterprises

Dealers In : ♦ Welding Machines ♦ Welding Electrods ♦ Welding Accessories ♦ Mig Wire ♦ Grinding Materials ♦ V.Belts ♦ CT Remmers ♦ Safety Items ♦ Cutting Tools ♦ Bearings ♦ Power Tools ♦ Hand Tools ♦ Bandsaw Blades ♦ Allen & HT Bolts ♦ Buffing Items ♦ C.N.C. Tools & Holders ♦ Packing Materials ♦ Measuring Instruments ♦ Pully & Coupling ♦ Carpentary Items ♦ Pipe & Revoling Centres ♦ Industrial Lubrications & Grease Etc.

Plot No. 91/2, Beside AXIS Bank ATM, IDA Phase II, Cherlapally, Hyderabad - 500 051.

E-mail : mahasaienterprises.cherlapally@gmail.com

STATE CODE : 36

ORIGINAL

Name : MODI HOUSING PVT. LTD		Invoice No 046	Date : 15/04/2025
Address : M.G. Road. Secunderabad		D.C. No.	P.O. No.
State : T.S	State Code : 36	Date :	Date :
GSTIN No. 36AADCM5906D2Z0		Transportation	

S.No.	Description of Goods	HSN Code	Qty.	Rate Per Unit	Discount	Amount Rs.	Ps.
(1)	Starch film - 450m	3920	5.8kg	140/kg		986	

INWARD
Inward No: 1069 Dt: 16/4/25
MRN No: Dt:
Received By: Sign: [signature]
MODI HOUSING PVT. LTD

Total Invoice Value : 1,164/-

In Words :

Delivery Charges	
Total	986
CGST@ 9 %	89
SGST@ 9 %	89
IGST@ %	
Grand Total	1,164

Bank Details : Bank : DCB Bank A/c No. 05122900005760
IFSC/RTGS : DCBL0000051 Branch : A.S. Rao Nagar

Subject to Hyderabad Jurisdiction. Goods once sold will not be taken back
Interest @ 24% p.s. will be charged if not paid 30 days. Cheque Return Rs. 300/-

Receiver's Signature & Stamp

For **MAHA SAI ENTERPRISES**