Weekly - Petty cash /expense card statement.

Name	DK. HEMENDRAA	Statement date	19-4-2025
Prepared by	HEMENDRA	Sign	
From period	27-3-2025	To period	19-4-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Paid manyamma part time sweeping - March-2025	2200-00		
2.	MHSVC		Paid santosh tea for staff & others 1-4-25 to 15-4-25	2340-00		
3.	MHSVC		Paid ganga water plant drinking water for staff Mar-25	1000-00		
4.						
5.						
6.						
7.						
8.						
9.				**5540-00**		

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
21 APR 20[illegible]
MINISH PARIKH
MANAGER PRO[illegible]

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				
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 15 days @3000/= rs 1450/-, Bathroom cleaning 750/= for MAR- 2025			
Location of work	MHTR- RAMPALLY STORES			
Period	From: 1-3-2025		To:	31-3-2025
Amount in Rs.	2200/-			
Amount in words	Two thousand two hundred only			
Mode of payment	Cheque/trf no.	Date	Bank	
CASH				
Prepared by	Approved by	Receivers name	Receivers signature	
HEMENDRA			M. [illegible]	

APPROVED
21 APR 2025
MINISH PARIKH
MANAGER PROCUREMENT

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.

Saniya

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: 1-4-2025	To: 15-4-2025	
Amount in Rs.	2340/-		
Amount in words	Two thousand three hundred forty only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			Santhosh

APPROVED
2 1 APR 20
MINISH PARIKH
MANAGER PROJECT

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.

Sanoya

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 March-2025			
Location of work	MHTR@RAMPALLY STORES			
Period	From:	1-3-2025	To:	31-3-2025
Amount in Rs.	1000/-			
Amount in words	One thousand 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.

Cell : 9705296389, 9010486389

SRI GANGA WATER PLANT

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

To: M.H.P.L Modi Housing Pvt. Ltd Date: March 2025

Date of Delivery	No. of Bottles Full Delivery	Emty Return	Balance of Party	Recived By Signature
1/3	5	—	—	
4/3	4	—	—	
7/3	4	—	—	
10/3	6	—	—	
13/3	4	—	—	
17/3	2	—	—	
15/3	6	—	—	
21/3	6	—	—	
25/3	6	—	—	
28/3	7	—	—	
Total	50	Bottle	x Rs 20/-	
	Rs	1000/-		

INWARD

Inward No: 1054	Dt: 15/4/25
MRN No:	Dt:
Received By:	Sign:

MODI HOUSING PVT. LTD