Weekly - Petty cash /expense card statement.

Name	SOWA		Statement date	12-05-25		
Prepared by	K.Tulasi Rani		Sign			
From period	02-05-25		To period	10-05-25		
1	SOWA	SOV	Towards petrol charges for cutting of footpath grass from villa no.165 to 200	200/-	☐Y ☐N	☐Y ☐N
2	SOWA	SOV	Towards Police Patrolling Charges for the month of May 2025	2000/-	☐Y ☐N	☐Y ☐N
3	SOWA	SOV	Towards buying cleaning items for cleaning of Club house comon washrooms	150/-	☐Y ☐N	☐Y ☐N
4	SOWA	SOV	Towards purchase of battery cells for Club house gym,banquet hall and indoor games area AC old cells replacement purpose	150/-	☐Y ☐N	☐Y ☐N
5	SOWA	SOV	Towards Air Conditioners servicing at Club house Gym,indoor games area and banquet hall as per MD sir approval	14000/-		
			Total amount	16500/-		

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 BY			
Date:	12 MAY 2025 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)			

per week

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	1		
Account head	P.Ramesh		
Paid to	K.purshotham		
Towards/description of work	Towards petrol charges for cutting of footpath grass		
Location of work	Villa no.165 to 200		
Period	From: 02-05-25	To: 10-05-25	
Amount in Rs.	200/-		
Amount in words	Two Hundred Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	2		
Account head	P.Ramesh		
Paid to	K.purshotham		
Towards/description of work	Towards Police Patrolling Charges for the month of May 2025		
Location of work	SOWA		
Period	From: 02-05-25	To: 10-05-25	
Amount in Rs.	2000/-		
Amount in words	Two Thousand Rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

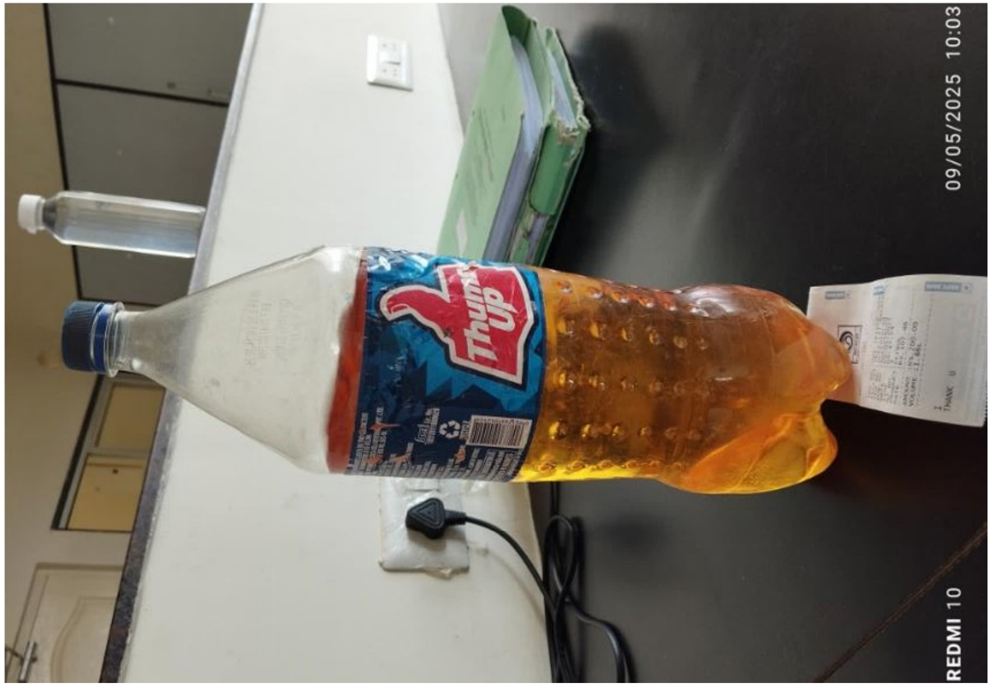
DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	3		
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards buying cleaning items for cleaning of Club house comon washrooms		
Location of work	Club house		
Period	From: 02-05-25	To: 10-05-25	
Amount in Rs.	150/-		
Amount in words	One Hundred and Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

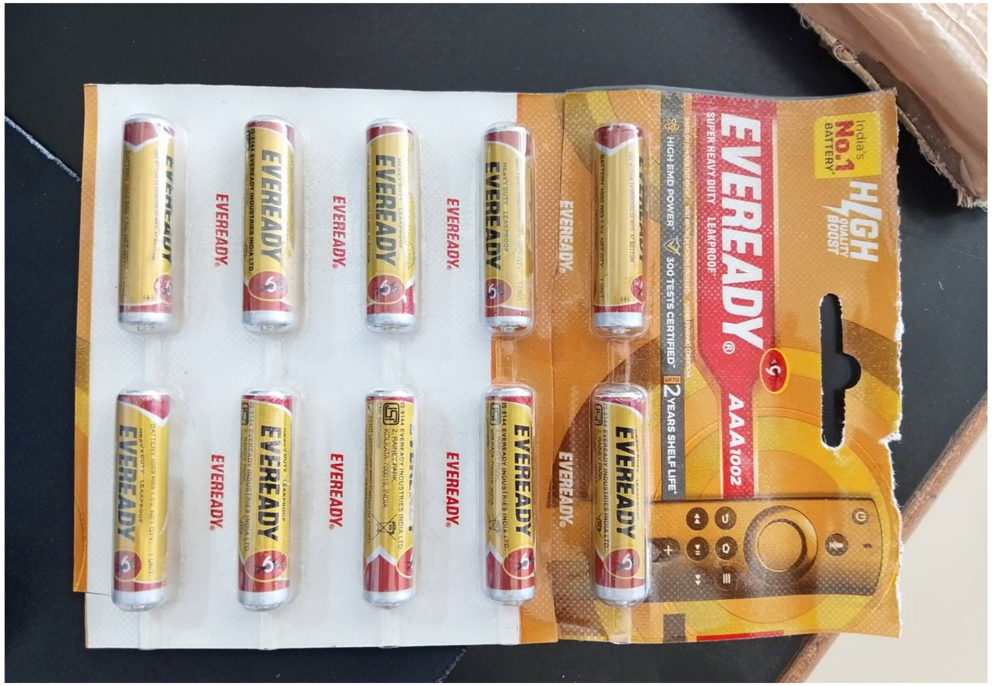
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	4		
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards purchase of battery cells for Club house zym,banquet hall and indoor games area AC old cells replacement purpose		
Location of work	Club house		
Period	From: 02-05-25	To: 10-05-25	
Amount in Rs.	150/-		
Amount in words	One Hundred and Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

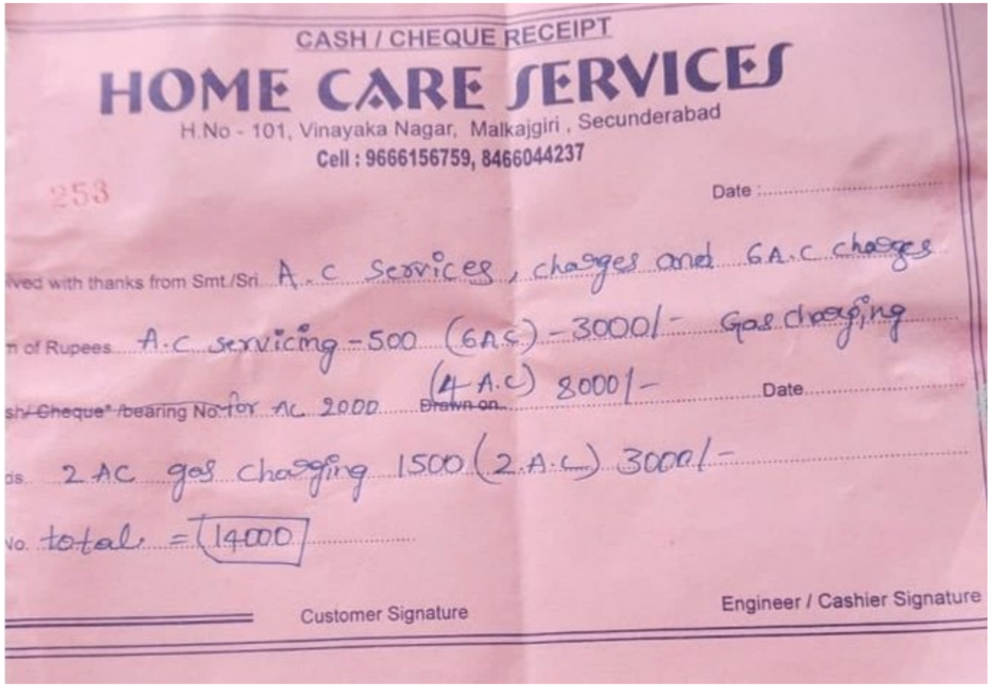
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	5		
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards Air Conditioners servicing at Club house Gym,indoor games area and banquet hall as per MD sir approval		
Location of work	Club house		
Period	From: 02-05-25	To: 10-05-25	
Amount in Rs.	14000/-		
Amount in words	Forteen Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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






CASH / CHEQUE RECEIPT

HOME CARE SERVICES

H.No - 101, Vinayaka Nagar, Malkajgiri, Secunderabad

Cell : 9666156759, 8466044237

253

Date :

ived with thanks from Smt./Sri A.C Services, charges and 6 A.C charges

m of Rupees A.C servicing - 500 (6A.C) - 3000/- Gas charging (4 A.C) 8000/-

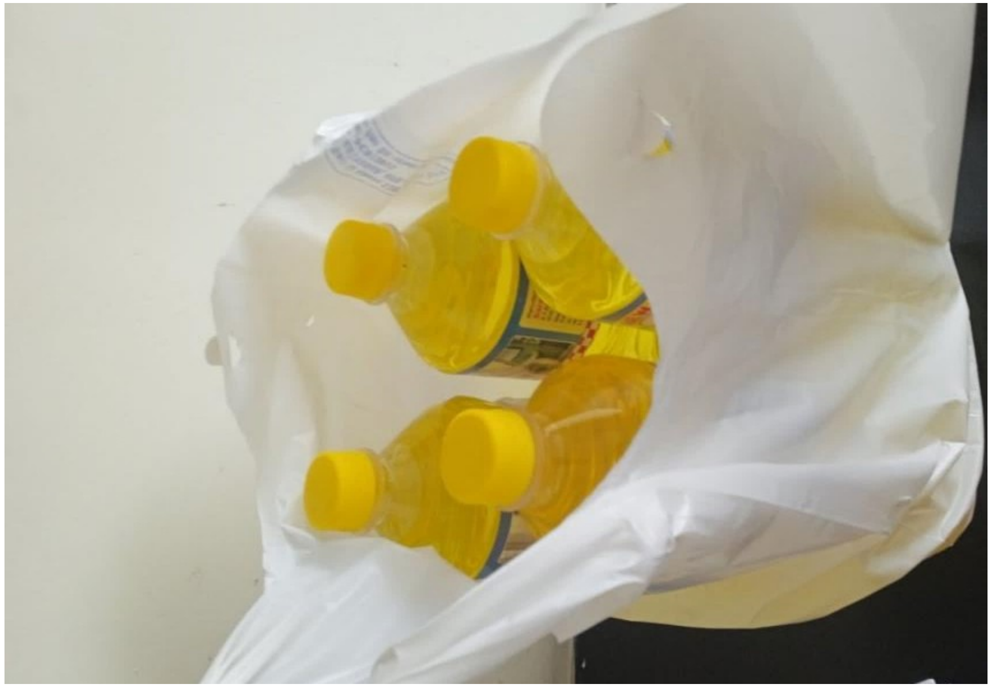
sh/Cheque* /bearing No. for AC 2000 Drawn on Date

ds. 2 AC gas charging 1500 (2 A.C) 3000/-

No. total = 14000

Customer Signature

Engineer / Cashier Signature



Re: RE:- SOWA- Servicing of Air Conditioners at Club House

From: soham modi (sohammodi@modiproperties.com)

To: purshotham@modiproperties.com

Cc: minish@modiproperties.com

Date: Friday, May 9, 2025 at 08:55 AM GMT+5:30

approved

Regards,

Soham Modi

From: purshotham K <purshotham@modiproperties.com>
Sent: Thursday, May 8, 2025 5:03 PM
To: Soham Modi <sohammodi@modiproperties.com>
Cc: Minish . <minish@modiproperties.com>
Subject: Fw: RE:- SOWA- Servicing of Air Conditioners at Club House

Soham Sir,

SOV Club House Air Conditions Units servicing quotation we took.

1) General Servicing 500 each X 6 Nos = 3000/-.
2) **AC** Units require Full Gas refilling X 2000 each X 4 Nos =8000/-.
3) AC Units Require low gas refilling X 1500 each X 2 Nos= 3000/-.

14000/-

Note :- Took advise with Minish Sir. Rates are OK.

Request to please give approval

Work will be taken up in SOWA Account.
Regards,

K Purshotham.
Project Manager | +91 95021 77288 | purshotham@modiproperties.com
Affordable Luxury Homes!
World Class Lifesciences Parks!
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Modi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/ 3 & 4, M G Road, Sec'bad -03 | Ph: +91 80690 45551.

----- Forwarded Message -----