ORDER FORM Date : 12-3-22

① fan Capacs -3- 60 180

capacitor

Wall mount fan

INWARD

Inward No: 1156	Dt: 12/5/25
MRN No:	Dt:
Received By:	Sign:

MODI HOUSING PVT. LTD

Samaya 180

Use Always :

Weekly - Petty cash /expense card statement.

Name	DK. HEMENDRAA	Statement date	17-5-2025
Prepared by	HEMENDRA	Sign	
From period	20-4-2025	To period	16-5-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR		Paid sri refrigeration & AC works AC servicing 1no	600-00	✓	
2.	MHTR		Local purchase fan capacitor for wall mount fans	180-00	✓	
3.						
4.						
5.						
6.						
7.						
8.						
9.				**780-00**		

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
17 MAY 2025
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			
Company/Firm	MODIHOUSING PVT LTD-MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Sri refrigeration & air conditioner works		
Towards/description of work	Voltas A C servicing charges 1 no		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 18-5-2025	To: -	
Amount in Rs.	600/-		
Amount in words	Six hundred only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			

APPROVED
MINISH PARIKH
MANAGER TREC

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.

SERVICE BILL

V. Care : 1800-425-4555

Sri Refrigeration & Air Conditioner Works

Office : H.No. 15-103/1, Swaroop Nagar, Babisoheb Makta, Uppal, Hyd.
Cell : 9885508737, 9246847522, Ph : 040-65143753, Email : sri.refrigeration@gmail.com

M/s. Modi housing Project ltd
Rampally

S. No. : 621
Dated : 08/05/25
Order Ref. :

Sl. No.	DESCRIPTION	QTY	RATE	AMOUNT Rs. Ps.
1)	Voltas Ac servicing Charges	01	600	600/-
			GRAND TOTAL	600/-

INWARD
Inward No: 1151 Dt: 10/5/25
MRN No: Dt:
Received By: Sign:
MODI HOUSING PVT. LTD

...s: Six hundred Rupees only

...est@24% will be charged on this bill if not settled within 15 days
...o not accept responsibility for loss shortage.

For Sri Refrigeration & Air Conditioner W...

DEBIT VOUCHER			
Company/Firm	MODIHOUSING PVT LTD-MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Local Purchase		
Towards/description of work	Purchase of fan capacitors 3 nos for wall mount fans		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 12-5-2025	To: -	
Amount in Rs.	180/-		
Amount in words	One hundred eighty only		
Mode of payment	Cheque/tr 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.

APPROVED
MAY
MINISH PARIKH
MANAGER PRO

Ramaya