Weekly - Petty cash /expense card statement.

Name	J. Sekarkumar	Statement date	6/6/25
Prepared by	"	Sign	
From period	4/6/25	To period	5/6/25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Purchase at Cup set	350	✓	
2.	"	"	Purchase at Project folder	2000	✓	
3.						
4.						
5.						
6.						
7.						
8.						
9.				2350/-		

Amount to be credited by ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Others

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	06 JUN 25			

APPROVED
MINISH PARIKH

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. MD's approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Modi housing Pvt LTD

Voucher No. _____

A/c. _____ Date : 8/6/25

Paid to Judian Bazar	Rs.	Ps.
towards Purchase of Project folder	2000	00
Alegal for office use. Bill 55		
Rupees Two hundred only		
Paid by ~~Cheque~~ / Cash — Cheque No. — Dated — Drawn on Bank	2000	00

APPROVED
06 JUN 20
MINISH PARIKH
MANAGER

Prepared by

Approved by

Receiver's Signature

CASH MEMO

Cell : 9885609010
8919605295

INDIAN BAZAR

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

No. 55 Date 5/6/25

M/s. Modi Housing pvt ltd

Address

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount Rs.	Ps.
1	Project border legal	250	8	2000	00
			TOTAL	2000	00

INWARD
Inward No: 90 Dt: 6/6/25
MRN No: Ac:
Received By: Sign:
MODI PROPERTIES

For INDIAN BAZAR

Authorised Signature

DEBIT VOUCHER

Modi housing pvt LTD trading

Voucher No. _____

A/c. _____ Date : 6/6/25

Paid to Indian Bazar	Rs.	Ps.
towards Pschase of cup set at Bitra office use, Purpose. Bill No 101	350	00
Rupees Three hundred fifty only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	350	00

APPROVED
06 JUN 25
MINISH PARIKH
MANAGER PRO...

Prepared by

Approved by

Receiver's Signature

CASH MEMO

Cell : 9885609010
8919605295

INDIAN BAZAR

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

No. 101 Date 4/6/25

M/s. Modi housing PVT LTD Trading

Address.....

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount Rs.	Ps.
1	Cup Set	1 Set	350	350	00
			TOTAL	350	00

INWARD
Inward No: 1239 Dt: 5/6/25
MRN No: Dt:
Received By: Sign:
MODI HOUSING PVT LTD

For INDIAN BAZAR

Authorised Signature