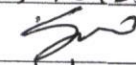


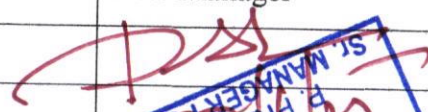
Weekly - Petty cash /expense card statement.

Name		J. Selva kumar		Statement date		27/6/25	
Prepared by		Selva kumar		Sign			
From period		26/6/25		To period		25/6/25	

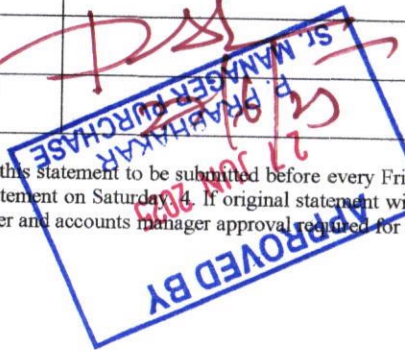
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR-Pooling	MHTR.	Purchase of cups, flask, spoons.	2,485/-	-	
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total			Total	2485/-	

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

☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	27/6/25			

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 receipt 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	modi housing Pvt Ltd. trading		
Project	M.H.T.R.		
Voucher no.			
Account head	petty cash.		
Paid to	Indian Bazar.		
Towards/description of work	purchan of tea & bkr steel at lms spore with cup with sugar.		
Location of work	Rampally. (head of bkr)		
Amount in Rs.	2,485/-		
Amount in words	Two thousand four hundred eighty five rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
selva			

APPROVED BY
27 JUN 2025
P. PRABHAKAR
Sr. MANAGER PURCHASE

Cell : 9885609010
8919605295

CASH MEMO

INDIAN BAZAR

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

Date: 25/6/25
Trading

No.		M/s. <u>Modi Housing Pvt Ltd</u>		Address	
S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Rs.	Amount Ps.
1)	Tea Flask	1	735	735	↻
2)	Steel cutlery spoons set	1	450	450	↻
3)	Cup with sugar set	2	650	1300	↻
TOTAL				2485	↻

INWARD

Inward No: 125 Dt: 28/6/25

MRN No: Dt:

Received By: Jamaraiah Sign: [Signature]

MODI HOUSING

For INDIAN BAZAR

Authorized Signature [Signature]