

Weekly - Petty cash /expense card statement.

Name		J. S. Chakravarthy		Statement date	11/7/25	
Prepared by				Sign	[Signature]	
From period		7/7/25		To period	11/7/25	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHPL	MHPL	Purchase at Spoon set	900/-		
2.	AMTZ	AMTZ	Purchase at Dinner set	2720/-		
3.	801 LTD	801 PLTD				
4.						
5.						
6.						
7.						
8.						
9.						

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

Approved by: **APPROVED** Div. Manager **MINISH PARIKH** Accountant Accounts Manager MD

Sign: Date: 11 JUL 2025

Notes: 1. Scanned copy of this statement to be submitted before 5 PM 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. MD's approval is required for expenses of over 10,000/- per week

modi housing put LTD

Date: 11/7/25

Ac.

Prepared by

APPROVED

Approved by

MINISH PARIKH
MANAGER PRO...

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.

Date 7/7/25

M/s.

Modi Housing Pvt Ltd

Address

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount	
				Rs.	Ps.
1)	Spoon Set	1	300	300	00
2)	Plated cups. Bowl	1 set	600	600	00
				TOTAL	900

INWARD

Inward No: 1401 Dt: 10/7/25

MRN No Dt:

Received By: Sign: Jay

MODI HOUSING PVT. LTD

For INDIAN BAZAR

Authorised Signature

DEBIT VOUCHER

AMTZ medpolis Square 801 Pvt LTD

Voucher No. _____

Date: 11/7/25

Acc. _____

			Rs.	Ps.
Paid to	INDIAN BAZAR		2720	00
towards	Purchase of Dinner set.			
	Spoon Tea flask			
Rupees	Two thousand Seven hundred			
	Twenty only			
Paid by	Cheque No.	Dated	2720	00
	Cash			

Prepared by

APPROVED

Approved by
MINISH PARIKH
MANAGER PRO.

Receiver's Signature



