

Weekly - Petty cash /expense card statement.

Name	DK. HEMENDRAA		Statement date	15-7-2025		
Prepared by	HEMENDRA		Sign			
From period	17-5-2025		To period	10-7-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Paid manyamma part time sweeping - May-2025	5250-00 ✓		
2.	MHSVC		Paid ganga water plant drinking water for staff May-25	940-00 ✓		
3.	MHSVC		Santosh staff tea expense 1-6-25 to 15-6-25	2250-00 ✓		
4.	MHSVC		Santosh staff tea expense 16-6-25 to 30-6-25	2250-00 ✓		
5.						
6.						
7.						
8.						
9.				10690-00		
Amount to be credited by		☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				
Approved by:	 Division Manager		Accountant	Accounts Manager	MD	
Sign:						
Date:	15 JUL 2025					

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	MODIHOUSING PVT LTD, MHSVC		
Project	MHTR@RAMPALLY		
Voucher no.			
Account head			
Paid to	Manyamma		
Towards/description of work	Towards part time sweeping, for 31 days @3500/= Bathroom cleaning 1750/= for May- 2025		
Location of work	MHTR- RAMPALLY STORES		
Period	From:	1-5-2025	To: 31-5-2025
Amount in Rs.	5250/-		
Amount in words	Five thousand two hundred fifty only		
Mode of payment	Cheque/ R.O.	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.

DEBIT VOUCHER			
Company/Firm	MODIHOUSING PVT LTD-MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Sri ganga water plant		
Towards/description of work	Supply of drinking water for staff & others for May-2025		
Location of work	MHTR@RAMPALLY STORES		
Period	From:	1-5-2025	To: 31-5-2025
Amount in Rs.	940/-		
Amount in words	Nine hundred forty only		
Mode of payment	Cheque/No.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA	MINISH PARIKH MANAGER PRO		

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Handwritten signature



Cell : 9705296389
9010486389

SRI GANGA WATER PLANT

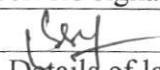
H.N.9-7-34, Rampally (V), Keesara (M), Medchal Dist.

To: MHTR Rampally Store Modi Housing Pvt Ltd
Date: May

Date of Delivery	No. of Bottles			Recived By Signature
	Full Delivery	Emty Return	Balance of Party	
2/5/25	05	—	—	
5/5/25	04	—	—	
7/5/25	06	—	—	
10/5/25	06	—	—	
13/5/25	02	—	—	INWARD Inward No: <u>1315</u> Dt: <u>25/6/25</u> MRN No: _____ Dt: _____ Received By: _____ Sign: <u>84</u> MODI HOUSING PVT. LTD
16/5/25	06	—	—	
20/5/25	06	—	—	
24/5/25	06	—	—	
29/5/25	06	—	—	
TOTAL	47	—	940 = 200 Rs.	
TOTAL	45	—	940200 Rs.	

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Santosh		
Towards/description of work	Towards supply of tea for staff & others		
Location of work	MHTR@ RAMPALLY STORES		
Period	From:	1-6 -2025	To: 15-6-2025
Amount in Rs.	2250/-		
Amount in words	Two thousand two hundred fifty only		
Mode of payment	Cheque No.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			

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DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Santosh		
Towards/description of work	Towards supply of tea for staff & others		
Location of work	MHTR@ RAMPALLY STORES		
Period	From:	15-6 -2025	To: 30-6-2025
Amount in Rs.	2250/-		
Amount in words	Two thousand two hundred fifty only		
Mode of payment	Cheque/On A/c	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
HEMENDRA			

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