Weekly - Petty cash /expense card statement.

| | | | |
|---|---|---|---|
| Name | P. Raghu | Statement date | |
| Prepared by | P. Raghu | Sign | P. Raghu |
| From period | | To period | |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|---|---|---|---|---|---|---|
| 1. | MHTR | MHTR | Purchase of Bio.metric Device | | ☐Y ☐N | ☐Y ☐N |
| 2. | | | R.W 20250621001 & 20250704006 | 2400-- | ☐Y ☐N | ☐Y ☐N |
| 3. | MHTR | MHTR | Purchase of Tea | 2050-- | ☐Y ☐N | ☐Y ☐N |
| 4. | | | | | ☐Y ☐N | ☐Y ☐N |
| 5. | | | | | ☐Y ☐N | ☐Y ☐N |
| 6. | | | | | ☐Y ☐N | ☐Y ☐N |
| 7. | | | | | ☐Y ☐N | ☐Y ☐N |
| 8. | | | | | ☐Y ☐N | ☐Y ☐N |
| 9. | | | | | ☐Y ☐N | ☐Y ☐N |
| 10. | Total | | | | | |

| | | | | |
|---|---|---|---|---|
| Amount to be credited by | ☐ Transfer to Company card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other: | | | |
| Approved by: | Div. Manager | Accountant | Accounts Manager | MD |
| Sign: | APPROVED 16 JUL 2[illegible] MINISH PARIKH MANAGER PRO[illegible] | | | |
| Date: | | | | |

# DEBIT VOUCHER

Modi Housing Pvt Ltd - Trading

Voucher No. ______________

A/c. ______________ Date : 10/7/25

| | Rs. | Ps. |
|---|---|---|
| Paid to Obel Systems Pvt Ltd | | |
| towards Purchase at Bio-Metric Device | 2400-00 | |
| adaptor for MHTR Stock Purpose | | |
| R-No 20250621001 & 20250704006 | | |
| Rupees Two Thousand Four Hundred Only | | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | 2400-00 | |

APPROVED

16 JUL 20..

MINISH PARIKH
MANAGER PROCUREMENT

Prepared by Approved by Receiver's Signature

Bill

**D-Link** - Authorised Distributor

~~ESTIMATE / QUOTATION~~

# Obel Systems Pvt. Ltd.

# 7, Ground Floor, Jaya Mansion, Parklane, 126, S.D. Road, Secunderabad - 3.
Tel : 66382216, 66382320, 66387411, 66387422, E-mail : obelindia@gmail.com

To Modi Housing Pvt Ltd - Trading Date 10/7/25

| Sl.No. | ITEM | DESCRIPTION | QTY. | RATE | AMOUNT |
|---|---|---|---|---|---|
| 1 | Processor/CPU | | | | |
| 2 | Mother Board | | | | |
| 3 | Ram (Branded) | | | | |
| 4 | Hard Disk | | | | |
| 5 | DVD - Writer | | | | |
| 6 | Cabinet | | 08 | 300 | 2400 |
| 7 | Monitor | | | | |
| 8 | Key Board | | | | |
| 9 | Mouse | | | | |
| 10 | Speakers | | | | |
| 11 | UPS | | | | |
| 12 | Printer | | | | |
| 13 | Web Cam | | | | |
| 14 | Pen Drive | | | | |
| 15 | TV - Tuner Card | | | | |
| 16 | Switch - **D-Link** | | | | |
| 17 | Router - **D-Link** | | | | |
| | | | | TOTAL | 2400/- |

INWARD
Inward No 1400 Dt: 10/7/25
MRN No: Dt:
Received By: Sign
MODI HOUSING PVT. LTD



TERMS & CONDITIONS : 1. 11 Months Offsite Warrantity. 2. Warranty Voids for Trampering, Physical Damages. 3. No Warranty for Electrical Burnouts.

**SERVICE TIME :** 12-00 p.m. to 6.00 p.m. Mon.-Fri.

Requisition Form

| | | | |
|---|---|---|---|
| Company Name | Modi Housing Pvt. Ltd., - Trading | Date | 21 Jun 2025 |
| Site Or Phase | MHPL Trading @ Rampally | Time | 10:37:26 |
| For Use In Flat/Villa/Other | site use | Req.No. | 20250621001 |
| Material required before date | | | |

| S.No | Description | Qty Required | Qty Available at Site | Order Qty | Last Rate | Inward No | Date |
|---|---|---|---|---|---|---|---|
| 1 | COMP9727-Peripherals-Bio metric device adaptor--Misc-Nos. Multiple pin's | 3.00 | 1 | 3.00 | 676.00 | | |

| PO Num | Date | Type | Status |
|---|---|---|---|
| 20250621001 | 21 Jun 2025 | PO | Open PO |

| Sno | Role | User | Remarks | Date And Time |
|---|---|---|---|---|
| 1 | Purc-Data Entry Operator | Sadhana.B | For Stock replenishing purpose | 21 Jun 2025 10:37:26 am |
| 2 | Purc-Mgr | Minish Parikh | System Generated:This Requisition Has Been Approved | 21 Jun 2025 10:39:00 am |

Prepared By :- Sadhana.B

Sign:-

Date :- 21 Jun 2025

Approved By:-

Sign:-

purchased by Raghu Sir.

Date:-

Note: On receipt of material at site write inward number and date in last two columns

Requisition Form

| | | | |
|---|---|---|---|
| Company Name | Modi Housing Pvt. Ltd., - Trading | Date | 04 Jul 2025 |
| Site Or Phase | MHPL Trading @ Rampally | Time | 01:40:33 |
| For Use In Flat/Villa/Other | site use | Req.No. | 20250704006 |
| Material required before date | | | |

| S.No | Description | Qty Required | Qty Available at Site | Order Qty | Last Rate | Inward No | Date |
|---|---|---|---|---|---|---|---|
| 1 | COMP9727-Peripherals-Bio metric device adaptor--Misc-Nos. | 5.00 | 1 | 5.00 | 676.00 | | |

| PO Num | Date | Type | Status |
|---|---|---|---|
| 20250705009 | 05 Jul 2025 | PO | Open PO |

| Sno | Role | User | Remarks | Date And Time |
|---|---|---|---|---|
| 1 | Purc-Data Entry Operator | Sadhana.B | For Stock replenishing purpose | 04 Jul 2025 01:40:33 pm |
| 2 | Purc-Mgr | Minish Parikh | System Generated:This Requisition Has Been Approved | 05 Jul 2025 11:19:26 am |

Prepared By :- Sadhana.B

Sign:-

Date :- 04 Jul 2025

Approved By:-

Sign:-

Local purchase by Raghu sir

Date:-

Note: On receipt of material at site write inward number and date in last two columns

| DEBIT VOUCHER | | | |
|---|---|---|---|
| Company/Firm | MODI HOUSING PVT LTD- MHSVC | | |
| Project | MHTR | | |
| Voucher no. | | | |
| Account head | | | |
| Paid to | Pochampally Raghu | | |
| Towards/description of work | Towards supply of tea for staff & others | | |
| Location of work | MHTR@ RAMPALLY STORES | | |
| Period | From: 01-07-2025 | To: | 12-07-2025 |
| Amount in Rs. | 2050/- | | |
| Amount in words | Two thousand fifty only | | |
| Mode of payment | Cheque/trf no. | Date | Bank |
| Cash | | | |
| Prepared by | Approved by | Receivers name | Receivers signature |
| Mounika.K | | | |

APPROVED
MINISH PARIKH
MANAGER

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.