Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	17/7/25
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MDD: Housing Pvt Ltd		for RAPEX Insulators at Ramagundam	4000	Y N	Y N
2.	"	"	Longe	1900	Y N	Y N
3.	"	"	Petrol charges	2880	Y N	Y N
4.	"	"	Food allowance	900	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			9680		

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION

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		
Project	Son		
Voucher No.			
Account head			
Paid to	PAPER Inserts		
Towards/description of work	Son PAPER Inserts Dated Ramagundam 5000no,		
Location of work			
Amount in Rs.	4000/-		
Amount in words	Four thousand only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

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DEBIT VOUCHER			
Company/Firm	Modi Housing Pvt Ltd		
Project	Sai		
Voucher No.			
Account head			
Paid to	Lodge Manikanta Residency		
Towards/description of work	Lodge PAPER Ijents at Panagundam Godavari Khani		
Location of work			
Amount in Rs.	1900/-		
Amount in words	One thousand Nine hundred only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

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CASH MEMO

A/c.

Manileela Residency

FCI 'X' Road, NTPC, JYOTHINAGAR, Mdl. Ramagundam,
Dist. Peddapalli. (T.S.) - 505 215, Cell : 9059541629, 9949257749

Bill No. 364

BEST LODGING & BOARDING

Date : 12-07-2025

Shri/Smt. modi Housing Pvt Ltd.

Address mg road

Room No. 101 Arrival Time 4 pm Date 12-07-2025

No. of Person 1 Departure Time 10 pm Date 13-07-2025

PARTICULARS	Rs.	Ps.
Room Charges Per Day	1900	00
No. of Days	1	
Guest Charges		
Other Charges		
Sub Total	1900	00
Total Amount	1900	0

Total in words one thousend nine hundred.

Subject to Godavarikhani Jurisdition
Chaeques, Cards Not Accepted.
Remember to Leave your Room Key.

Thank you !

For : Manileela Residency

Authorised Signature

DEBIT VOUCHER			
Company/Firm	Modi Housing Pvt Ltd		
Project	Gon		
Voucher No.			
Account head			
Paid to	Petrol		
Towards/description of work	16042 I3601CN5 Petrol CHARGES Ramangulam Gon		
Location of work			
Amount in Rs.	2880/-		
Amount in words	TWO Thousand Eight Hundred Eighty only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

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DEBIT VOUCHER

Company/Firm	Modi Housing Pvt. Ltd.		
Project	Sew		
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Food allowance RAREX Inssued Ramagundam		
Location of work			
Amount in Rs.	900/-		
Amount in words	Nine Hundred only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yrwl			

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION