

Weekly - Petty cash /expense card statement.

Name		P.Raghu		Statement date	21-07-2025	
Prepared by		sadhana		Sign		
From period		01-06-2025		To period	30-06-2025	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Manyamma	5250/-		
2.			Towards Part time Sweeping , for 30days @3500/- , Washroom Cleaning @1750/- for the month of June-2025.			
3.	MHSVC		Sri Ganga Water Plant			
4.			Towards Drinking water Supplying to Site office use Purpose .	960/-		
5.						
6.						
7.						
8.				4600-00		
9.						
Amount credited by		to be		☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.		
Approved by:		Other Over Div. Manager		Accounts Manager		
Sign:		21 JUL 2025		MD		
Date:		21 JUL 2025				

Notes: 1. Scanned copy of this statement to be submitted before 12 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. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHPL Trading @Rampally .		
Voucher no.			
Account head			
Paid to	Manyamma		
Towards/description of work	Towards Part time sweeping , for 30days@3500/- , washroom cleaning @1750/- for the month of June-2025		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 01-06-2025	To:	30-6-2025
Amount in Rs.	Rs.5250/-		
Amount in words	Five thousand two hundred and Fifty Rupees only .		
Mode of payment	APPROVED	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
SADHANA			

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.

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DEBIT VOUCHER									
Company/Firm		MODI HOUSING PVT LTD- MHSVC							
Project		MHPL Trading @Rampally .							
Voucher no.									
Account head		Sri Ganga Water Plant							
Paid to		Sri Ganga Water Plant							
Towards/description of work		Towards Drinking water Supplying to site office use purpose. 48*20=960/-							
Location of work		MHTR @ RAMPALLY STORES							
Period		From:		02-06-2025		To:		30-6-2025	
Amount in Rs.		Rs.960/-							
Amount in words		Nine hundred and Sixty Rupees only .							
Mode of payment		Cheque/rt.no.		Date		Bank			
Cash		APPROVED							
Prepared by		Approved by		Receivers name		Receivers signature			
SADHANA									

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material printed/written overleaf. 4. Project may differ from location of work.

MANAGER F.R.O.