Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K	Statement date	16-08-2025
Prepared by	MOUNIKA.K	Sign	
From period	21-07-2025	To period	21-08-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Towards Electricity purpose.	4268/-		
2.						
3.						
4.						
5.						
6.						
7.						
8.				4268/-		
9.						

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED 16 AUG 20[illegible]			
Date:	MINISH PARIKH MANAGER PRO			

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 receipted 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

DETAILS OF DUE DATES FOR UTILITY SERVICES

Company Name	MODI HOUSING PVT LTD- MHSVC	Prepared by	Mounika.k
Project	MHTR - stores Rampally	Approved by	
Prepared Date	16-8-2025	Due Date	21-8-2025

S. No.	Connection/Service Type	Service No./ Meter No.	Used For	Service Provider	Date of receipt	Due date of payment	Amount
1	Electricity	2016 -- 09009	MHTR@ RAMPALLY	TGSPDCL	7-8-2025	21-8-2025	4268-00
2							
3		**To pay cash 4268/**					
4							
5							
6							
7							
8							
9							
10							
						TOTAL	**4268-00**
Note:	The above all bills purpose payment will be made from M/s MODI HOUSING PVT LTD - MHSVC- A/C						

Note:

1 Customer / Service type column is for the type of service like telephone, modem, electricity, water, etc.
2 Service provider column is for Company which provides service like Tata, BSNL, APSEB, etc.
3 Date of receipt of bill column is for approximate date on which we receive the bills every month.

← **Receipt**

Bharat Connect

Transaction Details

Transaction Status	:	**Successful**
Bill/Recharge Amount	:	**Rs 4268.00**
Convenience Fee inclusive of GST	:	**Rs 0.00**
Total Amount	:	**Rs 4268.00**
PhonePe Transaction ID	:	NX250813104609527202249 51
Account Number	:	11XXX3228
Date & Time	:	Wed Aug 13 10:46:17 IST 2025
Provider Name	:	Southern Power Distribution company of Telangana Ltd (TGSPDCL) - Telangana (TSSPDCL)
Bharat Connect Transaction ID	:	PP015225BX6TM0TX5417

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