

Weekly - Petty cash /expense card statement.

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

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Towards Jumper start of vehicle (TS10UB5649) purpose.	300/-		
2.						
3.						
4.						
5.						
6.						
7.						
8.				300/-		
9.						

Amount to be credited by ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

APPROVED

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	21 AUG 2025			
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 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	MHTR		
Voucher no.			
Account head			
Paid to	SRI RAMA Battery Sales & Services.		
Towards/description of work	Towards Jumper start of vehicle (TS10UB5649) .		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 18-08-2025	To: -	
Amount in Rs.	300/-		
Amount in words	Three hundred only		
Mode of payment	Approved by	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.K			

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.

Cell: 9985417699

9885552857



SRI RAMA

Battery Sales & Services



**All Vehicle Batteries, Inverter Batteries, & Inverters Available.
Auto Electrical Service & Spares**

Opp. Indian Oil Petrol Pump, Rampally, Main Road, Keesara (M), Medchal Dist. 500 083. T.S.

No.

032

Vehicle NO. TS10UB5649.1D.8.25

M/s

Modi Housing Trading @ Rampalij

S.No.	PARTICULARS	Rate	AMOUNT
1)	Jumpya start		300 -
		TOTAL	300 -

గమనిక : బ్యాటరీ వ్యారంబి పేరియడ్లో చెడిపోయినచో మాకు ఇచ్చిన తర్వాత 20 రోజుల తర్వాత ఇవ్వబడును.

For SRI RAMA BATTERY SALES & SERVICES

Goods once sold will not be taken back or exchanged

Signature _____