Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K	Statement date	02-09-2025
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 delivery of Cardboard Tubes from Sri Bhavani Cores to MHTR @ Rampally.	2658/-		
2.						
3.						
4.						
5.						
6.						
7.						
8.				2658/-		
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:				
Date:				

APPROVED
02 SEP 2[illegible]
MINISH PARIKH
MANAGER PRO[illegible]

DEBIT VOUCHER			
Company/Firm	MODIHOUSING PVT LTD, MHSVC		
Project	MHTR@RAMPALLY		
Voucher no.			
Account head			
Paid to	Transporter		
Towards/description of work	Delivery of Cardboard Tubes from SRI BHAVANI CORES to MHTR @Rampally.		
Location of work	MHTR- RAMPALLY STORES		
Period	From: 01-09-2025	To: -	
Amount in Rs.	2658/-		
Amount in words	Two Thousand Six Hundered Fifty Eight only.		
Mode of payment	Cheque/trf no.	Date	Bank
CASH			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.k			

APPROVED
02 SEP

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.


N
GOODS CARRIER
4 WHEELS
P
TATA
TS 07
UK6063