

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K		Statement date	04-09-2025		
Prepared by	MOUNIKA.K		Sign			
From period	01-08-2025		To period	31-08-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Towards part time sweeping, for 31 days @3500/ Bathroom cleaning 1750/= for August- 2025	5250/-		
2.						
3.						
4.						
5.						
6.						
7.						
8.				5250/-		
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

05 SEP 2025

MINISH PARIKH
MANAGER PRO.

DEBIT VOUCHER			
Company/Firm	MODIHOUSING PVT LTD, MHSVC		
Project	MHTR@RAMPALLY		
Voucher no.			
Account head			
Paid to	Manyamma		
Towards/description of work	Towards part time sweeping, for 31 days @3500/, Bathroom cleaning 1750/= for August- 2025		
Location of work	MHTR- RAMPALLY STORES		
Period	From: 1-08-2025	To:	31-08-2025
Amount in Rs.	5250/-		
Amount in words	Five Thousand Two Hundred Fifty Only		
Mode of payment	Cheque/trf no.	Date	Bank
CASH			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.K	MINISH PARIKH		M. abbas

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.