Cell : 9705296389
9010486389

SRI GANGA WATER PLANT

H.N.9-7-34, Rampally (V), Keesara (M), Medchal Dist.

To: M H P L Store Rampally Date:........................

Date of Delivery	No. of Bottiles Full Delivery	Emty Return	Balance of Party	Recived By Signature
4/9/25	05	—	—	[illegible]
10/9/25	05	—	—	[illegible]
13/9/25	05.	—	—	[illegible]
16/9/25	02.	-	—	[illegible]
20/9/25	05	—	—	[illegible]
24/9/25	04.	—	—	[illegible]
27/9/25	05	—	—	[illegible]

Total 31 Bottle = 620/-

INWARD
Inward No: 1867 Dt: 7/10/25
MRN No: Dt:
Received By: Sign: [illegible]
MODI H[illegible] PVT. LTD

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K	Statement date	07-10-2025
Prepared by	MOUNIKA.K	Sign	
From period	1-09-2025	To period	30-09-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Supply of drinking water for staff & others for- September 2025	620/-		
2.						
3.						
4.						
5.				620/-		
6.						

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 APPROVED	Accountant	Accounts Manager	MD
Sign:	08 OCT 2			
Date:	MINISH PARIKH			

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

DEBIT VOUCHER			
Company/Firm	MODIHOUSING PVT LTD-MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	Sri ganga water plant		
Towards/description of work	Supply of drinking water for staff & others for September -2025		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 1-9-2025	To: 30-9-2025	
Amount in Rs.	620/-		
Amount in words	Six hundred twenty only		
Mode of payment	Cheque/trf no.	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.