
CAUTION
9'6"
HIGH
CONTAINER


LOAD
TS08H
959
KING

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD - MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	BSE Crane		
Towards/description of work	Supply of two nos cranes for setting up container (install) at MHTR stores(received from gvrc)		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 09-10-2025	To: -	
Amount in Rs.	2200/=		
Amount in words	Two thousand two hundered 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.

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K	Statement date	10-10-2025
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		Supply of two nos cranes for setting up container (install) at MHTR stores(received from gvrc)	2200/-		
2.						
3.						
4.						
5.				2200/-		
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	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED
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