

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K		Statement date	15-10-2025		
Prepared by	MOUNIKA.K		Sign			
From period	1-10-2025		To period	15-10-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Towards supply of tea for staff & others	3050/-		
2.						
3.						
4.						
5.				3050/-		
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:						

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	Santosh		
Towards/description of work	Towards supply of tea for staff & others		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 1-10-2025	To:	15-10-2025
Amount in Rs.	3050/-		
Amount in words	Three thousand fifty only		
Mode of payment	Cheque/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.