

Weekly - Petty cash /expense card statement.

Name	MHPL SOV		Statement date	06-11-25					
Prepared by	K.Tulasi Rani		Sign						
From period	30-10-25		To period	06-11-25					
1	MHPL	SOV	Towards Water dispenser repairing at site office with Blue star technician as per MD sir approval		2050/-	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
2						<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
3						<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
4									
5									
					Total amount				
Amount to be credited by	<input type="checkbox"/> Transfer to Haapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:								
Approved by:	Div. Manager		Accountant		Accounts Manager		MD		
Sign:	APPROVED BY								
Date:	06 NOV 2025								
per week	K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)								

DEBIT VOUCHER			
Company/Firm	MHPL SOV		
Project	SOV- III		
Voucher no.	1		
Account head	P.Ramesh		
Paid to	K.purshotham		
Towards/description of work	Towards Water dispenser repairing at site office with Blue star technician as per MD sir approval		
Location of work	Part-III		
Period	From: 30-10-25	To: 06-11-25	
Amount in Rs.	2050/-		
Amount in words	Two Thousand Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.





## Approval for repairs form

### Details to be filled by site engineer

Company	Modi Housing Pvt Ltd
Site	Silveroak Villas III
Type of pump	Water dispenser
Pump capacity	With fridge
Approximate cost of new pump	Rs 9,200/-
Pump under warranty	No
Pump sent for repair on	04-11-2025
Pump sent for repair to	Bismilla Refrigeration Works
<b>Description of repair/remark</b> Servicing & Spares servicing & spares	

### Details to be filled by Purchase

Estimated cost of repair	Rs 2,050/-
Approved cost of repair	✓ Rs 2,050/-
Remarks, with servicing.	

Approved by	Site engineer	Purchase <b>APPROVED</b>	MD <b>APPROVED BY</b>
Name	Monika K.	04 NOV 2025	05 NOV 2025
Sign	<i>Monika K.</i>	MINISH PARIKH	SOHAM MODI
Date	04/11/2025	MANAGER PRO	
Notes			

- 1 Form to be filled by site and sent to purchase
- 2 Pump to be sent to workshop by site for repair. DO NOT SEND to purchase
- 3 Site to obtain estimate of repair from workshop and sent to purchase
- 4 Purchase to approve repair cost only if the cost exceeds Rs. 1,000/-
- 5 MD's approval is required only if repair cost exceeds Rs. 2,000/-
- 6 Exact description of pump must be made by internal memo no. 9124109 (i.e., self priming dewatering pump, open well submersible pump, mono block pump, borewell pump, cutter type sewage pump, pressure booster pump, diesel dewatering pump). Capacity of the pump must be determined by checking the label on the pump (do not guess).
- 7 Site shall be responsible for delivery and pickup of pump
- 8 Form to be filled by hand, scanned and sent to purchase



**BLUE STAR**

## AUTHORISED SERVICING

CASH BILL  
Quatlo

**Cell : 8522865078  
8309550932**

# **BISMILLA REFRIGERATION WORKS**

***Refrigerator, Air Conditions, Bottle Coolers Water Coolers,  
Electrical Equipments Service Station***

# 30-205, Opp. Shafi Nagar Bus Stop, RTC Colony, Moula-Ali, Hyderabad - 500 040.

No. 113

Date: 4/11/2025

M/s. **118** Silver Oak Villas. (MHPL)  
Cherapally

Rupees in words : .....

*Signature*

Shankar