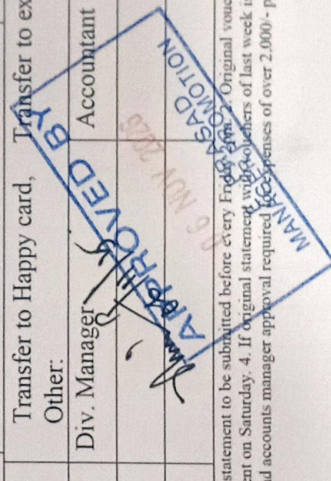


Weekly - Petty cash /expense card statement.

Name		C. MURALI MOHAN		Statement date	6/11/25
Prepared by		C. MURALI		Sign	C. MURALI
From period				To period	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed
1.	Modi Housing PM 490		10% cashless PATEK AS	1386	Y N
2.					Y N
3.					Y N
4.					Y N
5.					Y N
6.					Y N
7.					Y N
8.					Y N
9.					Y N
10.	Total			1386	Y N
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.			
Approved by:		Div. Manager		Accounts Manager	
Sign:					
Date:					

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 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 Pg 190		
Project	Job		
Voucher No.			
Account head			
Paid to	MANQW		
Towards/description of work	Bike of India classified as 14/1/25 16/1/25		
Location of work			
Amount in Rs.	13261		
Amount in words	One Thirteenth Five Hundred Eighty six only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad	Amr		

APPROVED BY
06 NOV 2026
E. PRASAD
MANAGER PROMOTION

