


Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K		Statement date	06-11-2025		
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		Towards Supply of drinking water for staff & others for October-2025	820/-		
2.						
3.						
4.						
5.				820/-		
6.						
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:	 Division 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 Monday. 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 October-2025		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 01-10-2025	To: 31-10-2025	
Amount in Rs.	820/-		
Amount in words	Eight Hundred Twenty only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.k	MINISH PARIKH		

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.



Cell : 9705296389
9010486389

SRI GANGA WATER PLANT

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

To: Modi Housing P. Ltd Company Date:

Date of Delivery	No. of Bottles			Recived By Signature
	Full Delivery	Emty Return	Balance of Party	
01/10/15	04	-	-	Sj
6/10/15	05	-	-	Sj
9/10/15	04	-	-	Sj
13/10	05	-	-	Sj
16/10	04	-	-	Sj
18/10	03	-	-	Sj
21/10	04	-	-	Sj
25/10	04	-	-	Sj
28/10	04	-	-	Sj
31/10	04	-	-	Sj
Total 41 x 20			820	

INWARD	
Inward No: 2036	Dr: 6/11/15
MRN No:	Dr:
Received By:	Sign: <u>M</u>
MODI HOUSING PVT. LTD	