

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K		Statement date	06-11-2025		
Prepared by	MOUNIKA.K			Sign		
From period	1-10-2025			To period	31-10-2025	
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Towards part time sweeping, for 31 days @3500/, Bathroom cleaning 1750/= for October- 2025	5250/-		
2.						
3.						
4.						
5.				5250/-		
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:	Divyanshu Parikh	Accountant	Accounts Manager	MD		
Sign:	Divyanshu Parikh					
Date:	07 NOV 2025					

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. 4. 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@RAMPALLY		
Voucher no.			
Account head			
Paid to	Manyamma		
Towards/description of work	Towards part time sweeping, for 31 days @3500/, Bathroom cleaning 1750/= for October- 2025		
Location of work	MHTR- RAMPALLY STORES		
Period	From: 1-10-2025	To: 31-10-2025	
Amount in Rs.	5250/-		
Amount in words	Five Thousand Two Hundered Fifty Only		
Mode of payment	Cheque/trc no APPROVED	Date	Bank
CASH			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.K			<i>Mounika K</i>

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.

**MINISH PARK
MANAGER PARK**