

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K		Statement date	18-11-2025		
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		To deliver AMTZ material (Wedge anchor bolt) to MHTR from Vinayaka Enterprises	270/-		
2.						
3.						
4.						
5.				270/-		
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:	Div APPROVED	Accountant	Accounts Manager	MD		
Sign:						
Date:	 MINISH PARWATI					

Notes. 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If general 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	Transporter		
Towards/description of work	To deliver AMTZ material (Wedge anachor bolt) to MHTR from Vinayaka Enterprises		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 18-08-2025	To:	
Amount in Rs.	270/-		
Amount in words	Two hundred seventy only		
Mode of payment	Cheque/trf/no. APPROVED	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.K	2 NOV 25		

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.

APPROVED
2 NOV 25
MUNISH PARI
MANAGER