


Weekly - Petty cash /expense card statement.

Name		MOUNIKA.K		Statement date		10-12-2025	
Prepared by		MOUNIKA.K		Sign			
From period		1-11-2025		To period		30-11-2025	
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 November-2025	1020/-			
2.							
3.							
4.							
5.				1020/-			
6.							
Amount to be credited by		<input checked="" 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.					
Approved by:		 <b>Division Manager</b>		Accountant		Accounts Manager	
Sign:						MD	
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 and submit to the Division Manager. 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 November-2025		
Location of work	MHTR@RAMPALLY STORES		
Period	From:	01-11-2025	To: 30-11-2025
Amount in Rs.	1020/-		
Amount in words	One Thousand Twenty Only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.k			

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: 9705296. 9.  
9010486. 29

# SRI GANGA WATER PLANT

H.No. 9-7-34, Rampally (V), Keesara(M). Medchal Dist.

To MHTR Company 82609

Date: 8/11/25

Date of Delivery	No of Bottles			Speci. d By Si. not. 1.
	Full Delivery	Empty Return	Balance of Party	
3/11/25	03	—	—	Si
5/11/25	04	—	—	Si
7/11/25	04	—	—	Si
10/11/25	04	—	—	Si
13/11/25	05	—	—	Si
17/11/25	04	—	—	Si
19/11/25	03	—	—	Si
21/11/25	05	—	—	Si
24/11/25	05	—	—	Si
25/11/25	04	—	—	Si
27/11/25	04	—	—	Si
28/11/25	04	—	—	Si
29/11/25	02	—	—	Si
TOTAL				51 Bottles 102000

2274 INWARD	
Inward No: 2274	Dt: 8/12/25
MRN No: 2	Dt:
Received By: [Signature]	Sign: [Signature]
MODI HOUSING PVT. LTD	