

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	
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed
1.	MHSVC		Towards Supply of drinking water for staff & others for November-2025	1020/-	
2.					
3.					
4.					
5.					
6.				1020/-	
Amount to be credited by	<input type="checkbox"/> Transfer to Haipay 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 Manager ED	Accountant	Accounts Manager	MD	
Sign:					
Date:	MHSVC				

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 on Monday. 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		
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.
9010486.25

SRI GANGA WATER PLANT

H.No. 9-7-34, Rampally (V), Keesara(M). Medchal Dist.
To: MHTR Rampally Stage Date: 8/11/25

Date of Delivery	No of Bottles			Peci. d By Si. tot. 1.
	Full Delivery	Empty Return	Balance of Party	
3/11/25	03	—	—	84
5/11/25	04	—	—	84
7/11/25	04	—	—	84
10/11/25	04	—	—	84
13/11/25	05	—	—	84
17/11/25	04	—	—	84
19/11/25	03	—	—	84
21/11/25	05	—	—	84

22T-1 INWARD	
Inward No:	8214
Dt:	8/11/25
MRN No:	8214
Dt:	
Received By:	Sign: 84
	Sign: 84
MODI HOUSING PVT. LTD	

18101 51 Bottles 1020.00