

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K		Statement date	16-12-2025		
Prepared by	MOUNIKA.K		Sign			
From period	-		To period	-		
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSVC		Towards supply of Crane for loading Threading machine from MHPL Rampally to GVRC .	1000/-		
2.						
3.						
4.						
5.				1000/-		
6.						

Amount to be  Transfer to Haapay card,  Transfer to expense card,  Cash reimbursement,  Transfer to personal a/c.

Approved by:	<input checked="" type="checkbox"/> <b>APPROVED</b> Div. Manager	Accountant	Accounts Manager	MD
Sign:	<b>16 DEC 2025</b>			
Date:	<b>MINISH PARWATI</b>			

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 received of scanned statement by Friday 2pm. 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	MODI HOUSING PVT LTD - MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	BSE Crane		
Towards/description of work	Towards supply of Crane for loading Threading machine from MHPL Rampally to GVRC .		
Location of work	MHTR @ RAMPALLY STORES		
Period	From: 10-12-2025	To: -	
Amount in Rs.	1000/-		
Amount in words	One thousand only		
Mode of payment	Cheque/trf no.	Date	Bank
Cash	Rs. 1000/-		
Prepared by	Approved by	Receivers name	Receivers signature
Mounika.k	MUNISH 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.