

Weekly - Petty cash /expense card statement.

Name	MOUNIKA.K	Statement date	16-12-2025
Prepared by	MOUNIKA.K	Sign	
From period	-	To period	-
Sl No	Debit to company	Debit to project	Description of expense
1.	MHSVC		Towards Electricity purpose (Meter No.02551).
2.	MHSVC		Towards Electricity purpose (Meter No.09009).
3.			
4.			
5.			
6.			Total
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:	<u>Diwakar K. D.</u>	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 receipted of scanned statement on Saturday 3pm. 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.

DETAILS OF DUE DATES FOR UTILITY SERVICES

Company Name	MODI HOUSING PVT LTD- MHSVC	Prepared by	MOUNIKA.K				
Project	MHTR - stores Rampally	Approved by					
Prepared Date	16-12-2025	Due Date	16-12-2025				
S. No.	Connection/Service Type	Service No./ Meter No.	Used For	Service Provider	Date of receipt	Due date of payment	Amount
1	Electricity	2016 - 02551	MHTR@ RAMPALLY	TGSPDCL	2-12-2025	16-12-2025	4367/-
2							
3							
4							
5							
6							
7							
8							
9							
10							
Note: The above all bills purpose payment will be made from M/s MODI HOUSING PVT LTD - MHSVC- A/C				TOTAL	4367/-		
Note:							
1.Customer / Service type column is for the type of service like telephone, modem, electricity, water, etc.							
2.Service provider column is for Company which provides service like Tata, BSNL, APSEB, etc.							
3.Date of receipt of bill column is for approximate date on which w							



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Transaction Details

Transaction Status : Successful

Bill/Recharge Amount : Rs 4367.00

Convenience Fee inclusive of GST : Rs 0.00

Total Amount : Rs 4367.00

PhonePe Transaction ID : NX2512091055067486
3598731

Account Number : 11XXX5890

Date & Time : Tue Dec 09 10:55:15
IST 2025

Provider Name : Southern Power
Distribution company
of Telangana Ltd
(TGSPDCL) -
Telangana (TSSPDCL)

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DETAILS OF DUE DATES FOR UTILITY SERVICES

Company Name	MODI HOUSING PVT LTD- MHSVC		Prepared by	MOUNIKA.K			
Project	MHTR - stores Rampally			Approved by			
Prepared Date	16-12-2025			Due Date	21-12-2025		
S. No.	Connection/Service Type	Service No./ Meter No.	Used For	Service Provider	Date of receipt	Due date of payment	Amount
1	Electricity	2016 – 09009	MHTR@ RAMPALLY	TGSPDCL	7-12-2025	21-12-2025	2629-00
2							
3							
4							
5							
6							
7							
8							
9							
10							
							TOTAL
							2629-00
Note:	The above all bills purpose payment will be made from M/s MODI HOUSING PVT LTD - MHSVC- A/C						

Note:

1. Customer / Service type column is for the type of service like telephone, modem, electricity, water, etc.
2. Service provider column is for Company which provides service like Tata, BSNL, APSEB, etc.
3. Date of receipt of bill column is for approximate date on which we receive the bills every month.



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Transaction Details

Transaction Status : Successful

Bill/Recharge Amount : Rs 2629.00

Convenience Fee inclusive of GST : Rs 0.00

Total Amount : Rs 2629.00

PhonePe Transaction ID : NX25121216574086384
124151

Account Number : 11XXX3228

Date & Time : Fri Dec 12 16:57:47 IST
2025

Provider Name : Southern Power
Distribution company
of Telangana Ltd
(TGSPDCL) -
Telangana (TSSPDCL)

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