

**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		Amount	Bill enclosed	GST bill
1.	MHSVC		Towards Electricity purpose (Meter No.02551) .		4367/-		
2.	MHSVC		Towards Electricity purpose (Meter No.09009) .		2629/-		
3.							
4.							
5.			Total		6996/-		
6.							
Amount to be <input type="checkbox"/> Transferred to Jaapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. credited by <input type="checkbox"/> Other: <input checked="" type="checkbox"/> <del>Disallowed</del>							
Approved by:		<del>Disallowed</del>		Accountant	Accounts Manager	MD	
Sign:							
Date:							

Notes: 1. Scanned copy of this statement must 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 on Saturday. 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								
5								
6								
7								
8								
9								
10								
						TOTAL	4367/-	
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 w





# Receipt



**Bharat  
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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 : NX25120910550674863598731

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							
						<b>TOTAL</b>	<b>2629-00</b>
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.





**Bharat  
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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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