

Weekly - Petty cash /expense card statement.

Name		B.Sadhana		Statement date		02-01-2026	
Prepared by		B. Sadhana		Sign			
From period		01-12-25		To period		31-12-2025	
Sl No	Debit company	to project	Description of expenses	Amount	Bill enclosed	GST bill	
1.	MHSVC	MHSVC	SANTOSH Towards Supply of tea for Staff & Others	970/-			
2	MHSVC	MHSVC	MANYAMMA Towards Part time Sweeping work at MHPL@Rampally.	2,655/-			
3.	MHSVC	MHSVC	AC TECHNICIAN Towards Dismantling of AC'S from Rampally Site office	1500/-			
				5,125/-			

Amount to be ☒ Transfer to Rampally card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

Approved by: **APPROVED** Div. Manager Accountant Accounts Manager MD

Sign: **C. S. S. S. S. S.**

Date: **02 JAN 26**

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 accountants by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 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	Santosh		
Towards/description of work	Towards supply of tea for staff & others at MHPL@Rampally .		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 14-12 -2025	To: 20-12-2025	
Amount in Rs.	970/-		
Amount in words	Nine Hundred Seventy Rupees Only .		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana.			

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.

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHPL Trading @Rampally .		
Voucher no.			
Account head			
Paid to	Manyamma		
Towards/description of work	Towards Part time sweeping , for 15days@1755/- , washroom cleaning @900/- for the month of Dec-2025		
Location of work	MHTR@ RAMPALLY STORES		
Period	From:	01-12-2025	To: 20-12-2025
Amount in Rs.	Rs.2655/-		
Amount in words	Two Thousand six Hundred and Fifty Five Rupees Only .		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana			

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.

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHSVC		
Project	MHTR		
Voucher no.			
Account head			
Paid to	AC Technician		
Towards/description of work	Towards Dismantiling of AC's from Rampally Site Office for Shifting purpose.		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 23-12 -2025	To: 23-12-2025	
Amount in Rs.	1,500/-		
Amount in words	One thousand Five hundred Rupees Only .		
Mode of payment	Cheque/trf no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana.			

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