Weekly - Petty cash /expense card statement

Name	J.Selva kumar	Statement date	17/01/2026
Prepared by	J.Selva kumar	Sign	
From period	01/01/2026	To period	16/01/2026

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Crane Supplier			
2.			Towards clearly all missicelleonous	500/-		
3.			items outside of the gate.			
4.	MHTR	MHTR	Gopi tyre works.			
5.			Towards tyre puncture of	650/-		
6.			Jayo vehicle. no:- TS10UA9758			
7.						
8.						
9.				1,150/-		

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED 17 JAN

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 receipied 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

Modi Housing Pvt. Ltd.

Voucher No. ______

A/c. ______ Date : 17/01/2026

		Rs.	Ps.
Paid to	Crane Supplier.		
towards	Through Crane clearly all missiceleneous items from outside of the Gate, for Heavy vehicle entering into the office	500/-	
Rupees	Five hundred Ruppees only.		
Paid by Cheque / Cash	Cheque No. ____ Dated ____ Drawn on Bank ____	500/-	

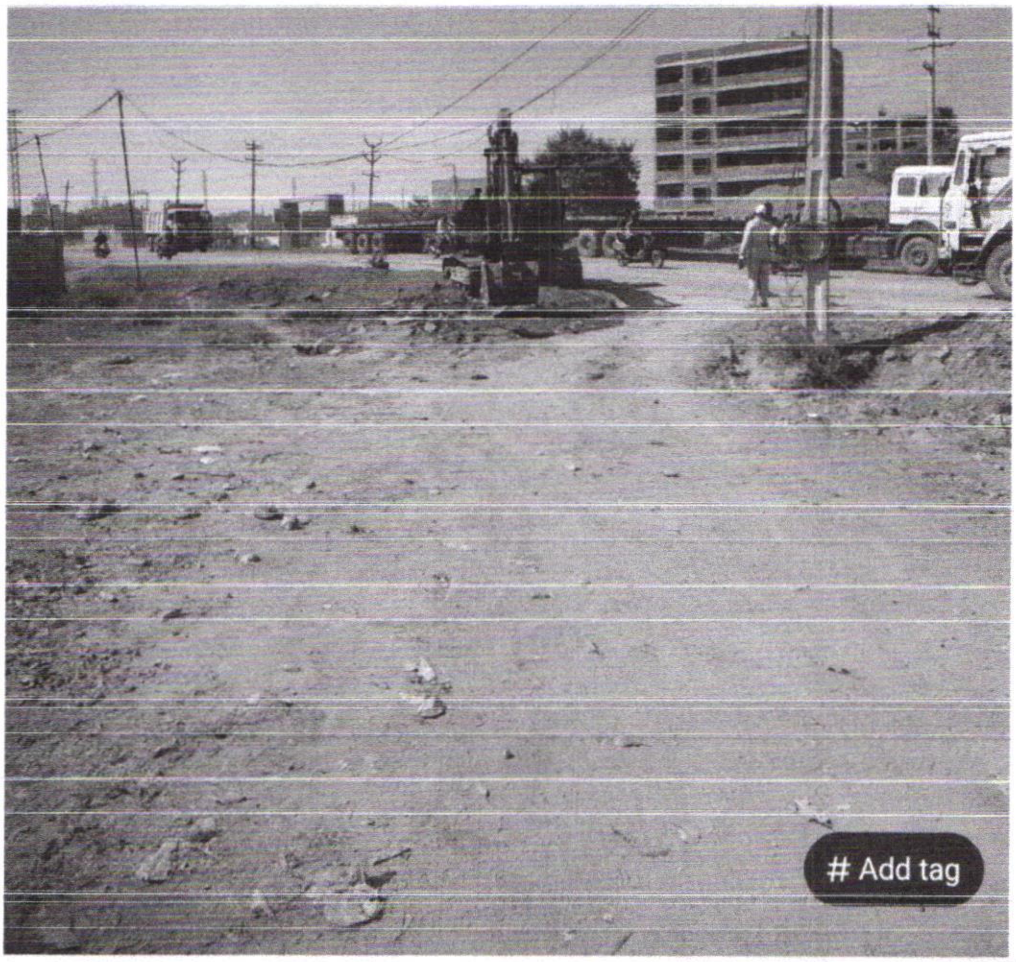
APPROVED
17 JAN ...

Prepared by

Approved by
MINISH PARIKH
MANAGER PRO...NT

Receiver's Signature

8:52



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/Internal storage/DCIM/Camera

Samsung SM-M215F

3.69 MB 3000x4000 12MP

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DEBIT VOUCHER

Modi Housing Pvt. Ltd.

Voucher No. ____________

A/c. ____________ Date : 17/01/2026

Paid to Gopi tyre works.	Rs.	Ps.
towards Tyre puncture, Air checking, Greasing of Jayo vehicle no:- TS10UA9758.	650/-	
Rupees Six hundred and Fifty Rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	650/-	

APPROVED
17 JAN 20..

Prepared by Approved by Receiver's Signature

MINISH PARI..H
MANAGER PRO...T

© : 9959151349

ESIKA - ARPITHA

GOPI TYRE WORKS

KLR, Cherlapally, Hyderabad.

No. 4782 Date :

M/s. / Sri Modi howling & LTD

Vehicle No

S.No.	TYPE OF WORK	AMOUNT Rs.	Ps.
1	TUBES PUNCTURE		
2	FLAPS		
3	TYRE PUNCTURE ✓	200	00
4	GATTER		
5	FITTING		
6	AIR CHECKING ✓	150	00
7	NUT BOLTS		
8	TYRE PATCHING		
9	GREASING ✓	300	00
10	VALVE SEAT		
11	NOZZLE		
12	RING SET		
13	OLD TYRE SALE		
	TOTAL	650	00

Tyre retrading work also undertaken

GOPI PILLAI

Manager


2026.01.13 11:12