Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	5/2/26
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Housing Pvt Ltd		Petrol Srisilam Karimnagar	3152	Y N	Y N
2.			Hoarding 30415		Y N	Y N
3.	"	"	Food allowance	450	Y N	Y N
4.	"	"	Toll charges	150	Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			3752		

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

APPROVED BY
E. PRASAD
MANAGER ADMINISTRATION
05 FEB 2026

Notes: 1. Scanned copy of this statement to be submitted before every Friday ... 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. 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		
Project	Son		
Voucher No.			
Account head			
Paid to	Petrol Charges		
Towards/description of work	'30+15' Petrol Charges Sircilla & Karimnagar Hoarding		
Location of work			
Amount in Rs.	3152/-		
Amount in words	three thousand One Hundred Fifty Two only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
05 FEB 2026
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD		
Project	Son		
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Hoarding 'Bot15' Food allowance Prasad Srinivas Karimnagar		
Location of work			
Amount in Rs.	450/-		
Amount in words	Four Hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 5/2/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad	APPROVED BY 05 FEB 2026 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER			
Company/Firm	Modi Housing Pvt Ltd		
Project	Beri		
Voucher No.			
Account head			
Paid to	Toll Charges		
Towards/description of work	Toll Charges & Mirchi		
Location of work			
Amount in Rs.	150/-		
Amount in words	One Hundred Fifty only		
Mode of payment			
	Cheque/trf No.	Date 5/2/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Gowri			

APPROVED BY
05 FEB 2026
E. PRASAD
MANAGER PROMOTION