Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD	Statement date	20.02.25
Prepared by	N.RAMKISHAN	Sign	
From period	13.02.25	To period	19.02.25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards payment for staff refreshment at site during MD visit.	500/-	▯Y ▯N	▯Y ▯N
2.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards transportation charges for going to Medchal to pay current bill of NRK site.	200/-	▯Y ▯N	▯Y ▯N
3.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards payment for diesel	1020/-	▯Y ▯N	▯Y ▯N
	Total			1720/-		

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:				

00Notes: 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. 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

APPROVED BY
20 FEB 25
RAM KISHAN
PROJECT MANAGER

DEBIT VOUCHER

Company/Firm	Dr.Nrk Bio Tech Pvt Ltd			
Project	Nextopolis			
Voucher no.				
Account head				
Credit to				
Towards/description of work	Towards payment for diesel to run DG at site.			
Location of work				
Period	From:	13.02.25	To:	19.02.25
Amount in Rs.	1020/-			
Amount in words	Rupees one thousand and twenty only.			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
S.Shravya				

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.

APPROVED BY
28 FEB 25
RAM KISHAN
PROJECT

DG Purpose

Bharat Petroleum

Welcomes You

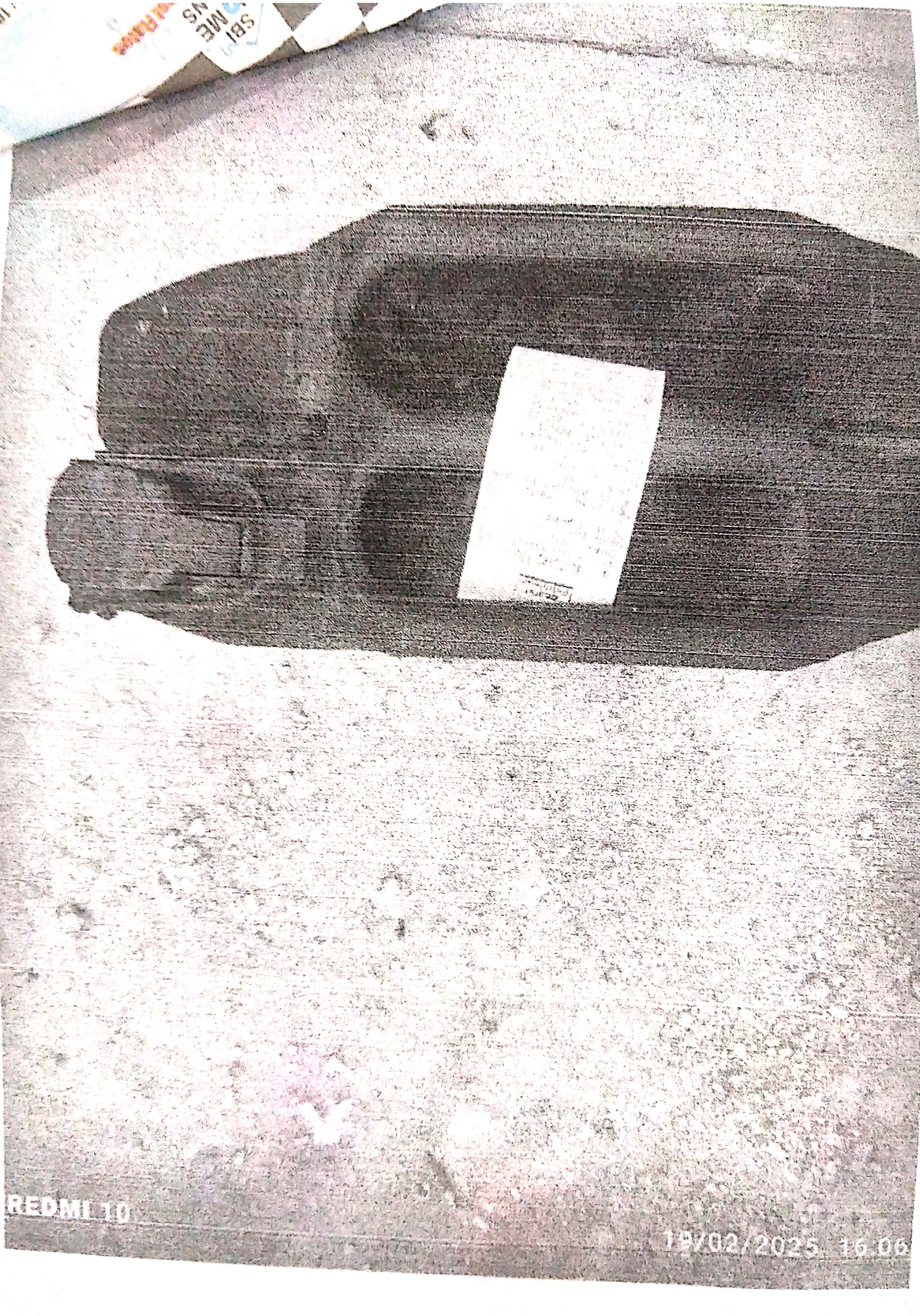
SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No.: B4717
FCC ID: 0000005021905418
FIP No. : 01
Nozzle No. : 01
Product : Diesel
Density : 826.4Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 095.73
Volume(L) : 00010.65
Amount(Rs) : 01020.00
Atot: 02800205270.10
Vtot: 00020935126.93

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 19/02/25 Time: 15:52

CST No : 36APOPP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available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19/02/2025 16:06

DEBIT VOUCHER

Company/Firm	Dr.Nrk Bio Tech Pvt Ltd		
Project	Nextopolis		
Voucher no,			
Account head			
Credit to			
Towards/description of work	Towards amount paid for conveyance to pay electrical bill. @ medchal.		
Location of work			
Period	From: 13.02.2025	To: 19.02.2025	
Amount in Rs.	200/-		
Amount in words	Rupees hundred only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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.

APPROVED BY

RAM KISHAN

PROJECT M...

DEBIT VOUCHER			
Company/Firm	Dr.Nrk Bio Tech Pvt Ltd		
Project	Nextopolis		
Voucher no.			
Account head			
Credit to			
Towards/description of work	Towards amount paid for refreshment tea and samosa during MD visit.		
Location of work			
Period	From: 13.02.2025		To: 19.02.2025
Amount in Rs.	500/-		
Amount in words	Rupees five hundred only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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.

APPROVED BY
20 FEB 2025
RAM KISHAN
PROJECT M...