Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD	Statement date	13.03.25
Prepared by	N.RAMKISHAN	Sign	
From period	06.03.25	To period	12.03.25

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 repair, servicing ang gas filling of air conditioner(A/C)	4000.00	▯Y ▯N	▯Y ▯N
	Total			4000.00		

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
12 MAR 2
RAM KISHAN
PROJECT

Scanned with ACE Scanner

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 air condition servicing and gas filling, due leakage of gas and lack of coolness.		
Location of work	NRK		
Period	From: 06.03.25	To: 12.03.25	
Amount in Rs.	4000/-		
Amount in words	Rupees four thousand 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
12 MAR 2025
RAM KISHAN
PROJECT MANAGER


CJH