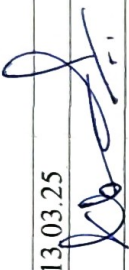


Weekly - Petty cash /expense card statement.

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.							
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



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 S.Shravya	Approved by	Receivers name	Receivers signature

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.

