Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD	Statement date	20.03.25
Prepared by	N.RAMKISHAN	Sign	
From period	13.03.25	To period	19.03.25

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 tea during MD visit	300.00	☐Y ☐N	☐Y ☐N
2.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards payment for conveyance to pay electricity bill.	200.00	☐Y ☐N	☐Y ☐N
	Total			500.00		

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
20 MAR 2025
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 tea during MD visit.			
Location of work				
Period	From:	13.03.25	To:	19.03.25
Amount in Rs.	300/-			
Amount in words	Rupees three 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 MAR 2025
RAM KISHAN
PROJECT ...

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 conveyance to pay electricity bill.				
Location of work					
Period	From:	13.03.25		To:	19.03.25
Amount in Rs.	200/-				
Amount in words	Rupees two 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 MAR 2025
RAM KISHAN
PROJECT ...