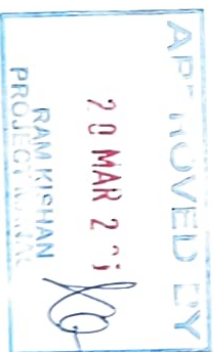


Weekly - Petty cash /expense card statement.

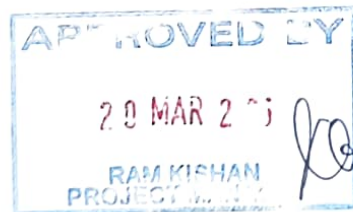
Name	DR.NRK BIOTECH PVT LTD	Statement date	20.03.25			
Prepared by	N.RAMKISHAN	Sign				
From period	13.03.25	To period	19.03.25			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards payment for tea during MD visit	300.00	☒	☐
2.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards payment for conveyance to pay electricity bill.	200.00	☐	☒

00Notes: 1 Scanned copy of this statement to be submitted before every Friday 2pm. 2 Original vouchers to be attached to this statement and sent 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	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.



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.

