

Weekly - Petty cash /expense card statement.

Name		DR.NRK BIOTECH PVT LTD		Statement date		04-04-25	
Prepared by		N.RAMKISHAN		Sign			
From period		27.03.25		To period		02.04.25	
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 drinking water for the month of march-25	1640.00	DY DN	DY DN	
					DY DN	DY DN	
Total				1640.00			

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: _____

Notes: 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 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 drinking water cans for the month of March-25 82 nos @ 20/- total Rs.1640/-		
Location of work			
Period	From:	27.03.25	To: 02.04.25
Amount in Rs.	1640/-		
Amount in words	Rupees one thousand six hundred and forty 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
03 APR 2025
RAM KISHAN
PROJECT MANAGER



DELIVERY CARD

SRI DURGA PACKAGED DRINKING WATER



Address: Genome valley, Thurkapally, Shamirpet, Medchal - 500078.

Cell: 8919451828, 9381439550

Month : March-28



Name : Dr. NRR Bio tech

Date	No of Bottles		Cust. Sign.	Date	No of Bottles		Cust. Sign.
	Full	Emty			Full	Emty	
1	34	—		17	5	—	
2	—	—	—	18	3	—	
3	05	—		19	3	—	
4	—	—	—	20	4	—	
5	4	—		21	—	—	—
6	03	—		22	5	—	
7	04	—		23	—	—	—
8	03	—		24	4	—	
9	—	—	—	25	—	—	—
10	4	—	—	26	5	—	
11	—	—	—	27	3	—	
12	5	—		28	4	—	
13	4	—		29	6	—	
14	—	—	—	30	—	—	—
15	3	—		31	—	—	—
16	—	—	—	Total Cans			

82 No. of Cans @ 20/- each.
 ⇒ 1640/-