

Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD		Statement date	08-05-25	
Prepared by	N.RAMKISHAN		Sign		
From period	01-05-25		To period	07-05-25	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed DY ☐ N ☐ N	GST bill DY ☐ N ☐ N
1.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards payment for drinking water for the month of April-25	1760.00	DY ☐ N ☐ N	DY ☐ N ☐ N
Total				1760.00		

Amount to be ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.
credited by ☐ Other:

Approved by: Div. Manager Accountant Accounts Manager MJD

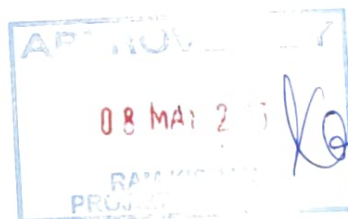
Sign:
Date:

00/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

08 May 25


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 April-25 88 nos @ 20/- total Rs.1760/-		
Location of work			
Period	From:	30-04025	To: 07.05.25
Amount in Rs.	1760/-		
Amount in words	Rupees one thousand seven hundred and sixty 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.



DELIVERY CARD

SRI DURGA PACKAGED DRINKING WATER



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

Cell: 8919451828, 9381439550

Month : APRIL - 25



Name : Dr. NRK Biotech.

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

88 Nos @ 20/- Each

Rs. 1760/=