

Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD		Statement date	16.05-2025		
Prepared by	P.Sai kumar reddy		Sign			
From period	08-05-2025		To period	15-05-2025		
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.	400/-	☐ Y ☐ N	☐ Y ☐ N
2.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards paid for Snaks(Samosa) during MD visit	272/-	☐ Y ☐ N	☐ Y ☐ N
3.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards paid for Sandwich during MD visit	475/-	☐ Y ☐ N	☐ Y ☐ N
4.	DR.NRK BIOTECH PVT LTD	Nextopolis	Towards paid for Snaks(Diet cock,cookies) during MD visit.	230/-	☐ Y ☐ N	☐ Y ☐ N
	Total			1,377/-		
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:	<i>for P. Sai Kumar Reddy</i>					
Date:	16/05/25					

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 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	P.Sai kumar Reddy		
Towards/description of work	Towards paid for snaks(Diet cock, cookies) during MD visit		
Location of work			
Period	From:	08-05-2025	To: 15.05.2025
Amount in Rs.	230/-		
Amount in words	Two hundred thirty rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya	<i>[Signature]</i>		

16/05/25

DEBIT VOUCHER			
Company/Firm	Dr.Nrk Bio Tech Pvt Ltd		
Project	Nextopolis		
Voucher no.			
Account head			
Credit to	P.Sai kumar Reddy		
Towards/description of work	Towards paid for sandwich during MD visit		
Location of work			
Period	From:	08-05-2025	To: 15.05.2025
Amount in Rs.	475/-		
Amount in words	four hundred seventy five rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya	<i>[Signature]</i>		

16/5/25

DEBIT VOUCHER			
Company/Firm	Dr.Nrk Bio Tech Pvt Ltd		
Project	Nextopolis		
Voucher no.			
Account head			
Credit to	P.Sai kumar Reddy		
Towards/description of work	Towards paid for snaks(Samosa)during MD visit		
Location of work			
Period	From:	08-05-2025	To: 15.05.2025
Amount in Rs.	272/-		
Amount in words	Two hundred seventy two rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya	<i>for</i>		

Revisy
16/5/25

DEBIT VOUCHER			
Company/Firm	Dr.Nrk Bio Tech Pvt Ltd		
Project	Nextopolis		
Voucher no.			
Account head			
Credit to	P.Sai kumar Reddy		
Towards/description of work	Towards payment for tea during MD visit.		
Location of work			
Period	From:	08-05-2025	To: 15.05.2025
Amount in Rs.	400/-		
Amount in words	For hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya	<i>[Signature]</i>		

16/5/25

Q. 25/5/2025

TEA TIME

Near DNA Statue,
Thurkapally (Vil), Shamirpet (M),
Medchal-Malkajgiri Dist- 500078.

Call 0552291315

TEA

10. NOS

—

100000

INWARD	
Inward No: 1050	Dt: 15/05/2025
MRN No:	Dt:
Received By: Nitish	Sign: 
DR NRK BIOTECH PVT LTD	

TOTAL

100000

P.B. Reddy

97
TEA TIME

15/5/2025

Near DNA Statue,
Thurkapally (Vil), Shamirpet (M),
Medchal-Malkajgiri Dist- 500078.

TEA 15/5/2025

TEA 15 NO = 150

2

150 = 150

R.S

INWARD	
Inward No: 1048	Dt: 15/05/2025
MRN No:	Dt:
Received By: Nitish	Sign: 
DR NRK BIOTECH PVT LTD	

P.B. Reddy

15/5/2025

TEA TIME

Near DNA Statue,
Thurkapally (Vil), Shamirpet (M),
Medchal-Malkajgiri Dist- 500078.
Call- 9550091315

TEA

IS. NOS.

150

3

INWARD

Inward No: 1049

Dt: 15/5/2025

MRN No:

Dt:

Received By:

Sign:

Nitish



DR NRK BIOTECH PVT LTD

150206

P.B. Reddy

CASH / CREDIT MEMO

M/s

Thanks Visit Again

TOTAL

2001

Signature

Ajay

CASH / CREDIT MEMO

Therapay.

No.

Date 15/5/25

M/s. Raw' Gen. Int.

QTY.	PARTICULARS	RATE	AMOUNT	
			Rs.	Ps.
	On adans 12 Di	6	72	
7061840985 INWARD Inward No: 1053 Dt: 15/05/2025 MRN No: Dt: Received By: Nitish Sign:  DR. NRI BIOTECH PVT LTD Thanks Visit Again				
		TOTAL	72	

* Goods once sold will not be taken back or exchanged.

Signature

BITES N BUBBLES

Hyderabad

BITES N BUBBLES

MN park, synergy square1, genome valley,Tu

rkapally,Shamirpet,

Hyderabad, Telangana

9709703711

Invoice

Takeaway

Token No: 1

Invoice 2765

May 15 2025 02:28 PM

1 item (5 Qty)

Manager

Name	Qty	Rate	Amount
Simply Veggies Grilled	5	95	475.00

Sub Total 475.00

Bill Total 475.00

Payment Summary

Cash 475.00

Balance 0.00

Thank You!

