Weekly - Petty cash /expense card statement.

Name		DR.NRK BIOTECH PVT LTD			Statement dat	e 16.05-	2025						
Prepare	d by	P.Sai kumar reddy			Sign								
From period		08-05-2025			To period	15-05-	15-05-2025						
Sl No Debit to compan		any	Debit to project	Description of expense		Amo	unt	Bill	losed	GS	T bill		
1.	DR.NRK BIOTECH Nextopolis PVT LTD			Nextopolis	Towards payment for tea during MD visit.			400/-		ПY	0 N	ΟY	ΠN
2.	DR.NRK BIOTECH Nextopolis PVT LTD			Nextopolis	Towards paid for Snaks(Samosa) during MD visit			272/-		ПY	0 N	ΟY	ΠN
3.	DR.NRK BIOTECH Nextopolis PVT LTD			Towards paid for Sandwich during MD visit			475/-		ПY	0 N	ΟY	ΠN	
4.	4. DR.NRK BIOTECH Nextopolis PVT LTD			Towards paid for Snaks(Diet cock,cookies) during MD visit.			230/-		ПY	0 N	ŪΥ	ΠN	
	Total							1,377	/-			61	a
Amour		be	☐ Trans ☐ Other		☐ Transfer to expe	nse card, [Cash reimbursement, []	Transfe	r to pers	onal a	/c.		
Approved by:			Div. Ma	nager	Accountant Accounts Manager			MD					
Sign:		Jes /	leey								-14		
Date:			105/25						2				

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

ong gascon and a superior and a supe		DEBI	T VOUCHER	Taran again a			
Company/Firm	Dr:Nrk	Bio Tech P	vt Ltd				
Project	Nextop	olis					
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:	08-05-202	25	To:	15.05.2025		
Amount in Rs.	230/-						
Amount in words	Two ht	indred thirt	y rupees only.	The graph of the state of the s	हर्त्वा क्षेत्रकारी जिल्लामा स्थाप । अस्य । स		
Mode of payment	Cheque/trf no.		Date		Bank		
Prepared by	Approved by		Receiver	s name	Receivers signature		
	har a	1	1000				

		DEBI	T VOUCHER			STOCKET, D. HERMING			
Company/Firm	Dr.Nrk	Bio Tech P	vt Ltd						
Project	Nextop	Nextopolis							
Voucher no.	4675	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
Account head			- 6 - 1						
Credit to	P.Sai kumar Reddy								
Towards/description of work	Scription Towards paid for sandwich during MD visit								
Location of work			4 (20)			der .			
Period	From:	08-05-202	25	То	:	15.05.2025			
Amount in Rs.	475/-								
Amount in words	four hundred seventy five rupees only.								
Mode of payment	Cheque/trf no.		Date	Date		Bank			
-			Danisan	a mama		Receivers signature			
Prepared by	Approved by		Receiver	Receivers name		Receivers signature			
S.Shravya	And The Control of th	ery -							

		DEBI	T VOUCHER					
Company/Firm	Dr.Nrk	Bio Tech P	vt Ltd					
Project	Nextop	Nextopolis						
Voucher no.				of garactic				
Account head	La L							
Credit to	P.Sai k	umar Reddy	1					
Towards/description of work	on Towards paid for snaks(Samosa)during MD visit							
Location of work								
Period	From:	08-05-2025 To		To:	15.05.2025			
Amount in Rs.	272/-							
Amount in words	Two hundred seventy two rupees only.							
Mode of payment	Cheque/trf no.		Date	1 52	Bank			
Mode of paymont		1			list of a			
D. Jh.,	Approv	red by	Receivers	name	Receivers signature			
Prepared by		ou by			10)			
S.Shravya	14			90				

Plany 1.15/25

	1	DEBI	T VOUCHER				
Company/Firm Dr.Nrk Bio Tech Pvt Ltd							
Project	Nextopolis						
Voucher no.				110			
Account head	P.Sai kumar Reddy						
Credit to	i			Dyicit			
Towards/description of work	Towards payment for tea during MD visit.						
Location of work				To:	15.05.2025		
Period	From:	08-05-202	25 	10.	15.05.2025		
Amount in Rs.	400/-						
Amount in words	For hun	dred rupee	s only.				
Mode of payment	Cheque/trf no. Date			15g17	Bank		
	Approved by		Receivers	name	Receivers signature		
Prepared by S.Shravya	Jo Die	ring.			·		
J.Dinav ja	1615	5 25					

8): 25 | 5 | 2025

TEA TIME

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

TEA.

10. NOS

10020

INWARD

Inward No: 1050

Dt:/5/05/2025

MRN No:

Dt:

Received By

Sign:

Nitish

L DAVE UTD

OR NRK BIOTECH PUT LID

100000

P.B.R. R. Ry

TEA TIME

15/5/2025

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

TEA 15. NO = 150

INWARD

Inward No: [U 4 8 Dt: 15/05/2025

MRN No: Dt:
Received By: Sign:

NUISh

DR NRK BIOTECH PUT ID

15 |5 | 2025

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

TEA

15 . NOS.

INWARD

Dt:

Sign:

Inward No: 1049

MRN No:

Received By

DR NRK BIOTECH P

15020

P.B. Reddy

rium ; CASH / CREDIT MEMO No. 7.061840935 Date 15/05/25 M/s QTY. **PARTICULARS** RATE Small Samasa 200 INWARD Dt: 15/05/202 Inward No: 1052 Dt: MRN No: Sign: Received By DR NRK BIOTECH PV Thanks Visit Again TOTAL

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

Signature

Turkepay. CASH / CREDIT MEMO No. Date ... 15/5/25 M/s.../ v' foon A QTY. **PARTICULARS** RATE 7061840988 INWARD Dt: 15/05/2025 Inward No: 1053 Di: MRN No: Sign: Received By Thanks Visit Again TOTAL * 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 Oty) Manager
Name	aty	Rate	Amount
Simply Veggies	Grilled 5	95	475.00
Sub Total	with these winds alone dadly trick make being when here while it	The day like the blue law ton and a	475.00
Bill Total			475.00
Payment Summary Cash Balance			475.00 0.00
	Thank You!		

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CASH / BILL

Cell: 83281 24866

75695 28202

Sri Aditya stores

Sy. No. 215A, Thurkapally Village, Shamirpet, Medchel-Malkajgiri Dist. 178, T. S.

Bill No. 3931

	M/s	s					
	SI.	PARTICULARS		Qty.	Rate	AMOUNT Rs.	Ps.
	0	C3260 94	ol	2	40	20	
	8	20012		2	65	20 130 20	
9	Z	S book		2	10	20	
		ADA .		es Agri			
		INWARD Inward No: U47 Dt: MRN No: Dt: Received By: Sign: Wilsh DRAW COTTON PA			TOTAL	230 /	
				NEOR		Adityası	OPES
	Tha	ank 'Q'	1	STON	6)	nature	A P