Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD	Statement date	24.05-2025
Prepared by	P.Sai kumar reddy	Sign	for Dhanya
From period	15-05-2025	To period	22-05-2025

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 snaks during client visit.	200/-	▯Y ▯N	▯Y ▯N
	Total			200/-		

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:				
Date:				

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

for Dhanya
24/05/2025

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 snacks during client visit			
Location of work				
Period	From:	15-05-2025	To:	22.05.2025
Amount in Rs.	200/-			
Amount in words	Two hundred rupees only.			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
P.Sai kumar				