Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD	Statement date	29.05-2025
Prepared by	P.Sai kumar reddy	Sign	
From period	22-05-2025	To period	28-05-2025

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 electrician charges for site electricity repair purpose..	500/-	□Y □N	□Y □N
	Total			500/-		

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:	29/5/25			
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

26/05/2025
Site :- NRK

Electrician charges - 500/-

INWARD	
Inward No: 1061	Dt: 26/05/2025
MRN No:	Dt:
Received By: Nitish	Sign:
DR NRK BIOTECH PVT LTD	


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26/05/2025 10:46