

Weekly - Petty cash /expense card statement.

Name	DR.NRK BIOTECH PVT LTD		Statement date	06-06-2025		
Prepared by	P. Sai Kumar Reddy		Sign			
From period	02-06-2025		To period	06-06-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Dr. Nrk Biotech Pvt. Ltd.	Nextopolis	Towards drinking water bill for office staff at NRK site	1,280/-	Y N	Y N
	Dr. Nrk Biotech Pvt. Ltd.	Nextopolis	Towards purchase of refreshment items to MD sir (Coke and biscuits)	180/-		
	Dr. Nrk Biotech Pvt. Ltd.	Nextopolis	Towards purchase of snacks items on MD sir site visit (Sandwich, samosa and tea)	875/-		
	Dr. Nrk Biotech Pvt. Ltd.	Nextopolis	Towards petrol charges for office boy for local purchase	100/-		
	Total		Two thousand four hundred and thirty five rupees	2,435/-		
Amount to be credited by	Transfer to Haapay card, Other:		Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.	
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 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 Biotech		
Project	Nextpolis		
Voucher no.			
Account head			
Paid to	P.Sai Kumar Reddy		
Towards/description of work	Towards petty cash of purchasing refreshment items to MD sir site visits.		
Location of work			
Period		02.06.2025	06.06.2025
Amount in Rs.	1,155/-		
Amount in words	One thousand one hundred and fifty five rupees only/-		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
45 			

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.

BITES N BUBBLES

Hyderabad

BITES N BUBBLES

MN park, synergy square 1, genome valley, Tu

rkapally, Shamirpet,

Hyderabad, Telangana

9709703711

Invoice

Takeaway

Token No: 3

Invoice 2915

Jun 05 2025 02:00 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

UPI 475.00

Balance 0.00

Thank You!

Powered by www.dotpe.in

TEA TIME

Near DNA Statue,

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

Cell 9550891315

16/2025

TEA

150280

INWARD	
Inward No: 1075	Dt: 05/06/2025
MRN No:	Dt:
Received by: Nitish	Sign: 
DR NRK BIOTECH PVT LTD	

Ros

150280

PR Reddy

12025

TEA TIME

Near DNA Statue,

Thurkapally (Vil), Shamirpet (M),

Medchal-Malkajgiri Dist- 500078.

Cell: 9550891315.

TEA

— 100=70

INWARD	
Inward No: 1076	Dt: 05/06/2025
MRN No:	Dt:
Received By: Nitish	Sign: [Signature]
DR NRK BIOTECH PVT LTD	

R.S.

100=70

PBRoddy

	PARTICULARS	Rate	AMOUNT	
			Rs.	Ps.
①	Diet corn	40	80	2
②	Danor 12 Fantasy	40	80	2
③	Good day	10	20	2

GST No. :

For SRI ADITYA STORES

Signature


Date: 05-06-25

① Samosa -

150

INWARD	
Inward No: 1080	Dt: 05/06/2025
MRN No:	Dt:
Received By: Nitish	Sign: 
DR NRK BIOTECH PVT LTD	

Total = 150/-

DEBIT VOUCHER

Company/Firm	Dr. Nrk Biotech		
Project	Nextpolis		
Voucher no.			
Account head			
Paid to	P.Sai Kumar Reddy		
Towards/description of work	Towards payment of drinking water bill for office use purpose		
Location of work			
Period		02.06.2025	06.06.2025
Amount in Rs.	1,280/-		
Amount in words	One thousand two hundred and eighty rupees only/-		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
for <i>Quings</i>			

DELIVERY CARD

SRI DURGA PACKAGED DRINKING WATER



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

Cell: 8919451828, 9381439550

Month : April - 2024



Name : Dr. N.R.K. Biotech - May-25

Date	No of Bottles		Cust. Sign.	Date	No of Bottles		Cust. Sign.
	Full	Emty			Full	Emty	
1	—	—	—	17	—	—	—
2	5	—		18	—	—	—
3	1	—		19	4	—	
4	—	—	—	20	—	—	—
5	4	—		21	3	—	
6	3	—		22	2	—	
7	3	—		23	4	—	
8	3	—		24	—	—	—
9	1	—		25	—	—	—
10	3	—		26	4	—	
11	—	—	—	27	2	—	
12	4	—		28	3	—	
13	3	—		29	2	—	
14	—	—	—	30	—	—	—
15	4	—		31	4	—	
16	2	—		Total Cans		64	

36

28
 64x20 = 1,280
 5/6/25