Weekly - Petty cash /expense card statement.

Name	J. Selvakumar	Statement date	13/6/25
Prepared by	"	Sign	
From period	9/6/25	To period	13/6/25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Dr. NRK Biotech P LTD	DR NRK	Purchase at Tea flask	2009		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.				2009/-		

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:	APPROVED 13 JUN 20[illegible] MINISH PARIKH MANAGER PRO[illegible]			
Date:				

Notes: 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

DEBIT VOUCHER

Dr. NRK Biotech Pvt LTD

Voucher No. ____________

A/c. ____________ Date : 13/6/25

Paid to INDIAN BAZAR	Rs.	Ps.
towards Purchase of Tea Flask Ref 20250605017 Bill No 18	2009	40
Rupees Two thousand nine only		
Paid by ~~Cheque~~ / Cash ✓ — Cheque No. ______ Dated ______ Drawn on Bank ______	2009	40

APPROVED
13 JUN 20..
MINAL PARIKH
MANAGER PRO...

Prepared by | Approved by | Receiver's Signature

CASH MEMO

Cell : 9885609010
8919605295

INDIAN BAZAR

4-1-91/19, Shop No. 4, EMR Complex, Opp. NTR Studio,
Bhawani Nagar, Nacharam, Hyderabad.

No. 18 Date 09/06/2025

M/s. Dr. Nrk Biotech Pvt Ltd

Address Nextopolis .

S.No.	DESCRIPTION OF GOODS	QTY.	RATE	Amount Rs.	Ps.
1.	Flask . (Medium)	01	810/-	810/	-
2.	Flask (Big)	01	1199/-	1199/	-
			TOTAL	2009/	-

INWARD
inward No: 1023 Dt: 10/06/25
MRN No: Dt:
Received By: Divya Sign: Divy
MHPL-GV

For INDIAN BAZAR

Authorised Signature


cello
Flipstyle
VACUSTEEL FLASK
HOT COLD
24 Hours
cello
1180
1000
MILTON
THERMOSTEEL
HOT 24 COLD
SS
304
795
MILTON

Requisition Form

Company Name	Dr.Nrk Biotech pvt Ltd	Date	05 Jun 2025
Site Or Phase	Nextopolis	Time	01:34:50
For Use In Flat/Villa/Other	NRK	Req.No.	20250605017
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CONS9001-Consumables-Tea Flask--Misc-Nos.	2.00	0	2.00	1,250.00		
Add Spec	medium, small						

PO Num	Date	Type	Status
20250605022	05 Jun 2025	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Sai Kumar P	Towards office purpose.	05 Jun 2025 01:34:50 pm
2	Const-Data Entry Operator	Sai Kumar P	System Generated:This Requisition Has Been Approved	05 Jun 2025 01:35:11 pm

Prepared By :- Sai Kumar P

Sign:-

Date :- 05 Jun 2025

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns