Weekly - Petty cash /expense card statement.

Name		P.Saikumar Reddy	Statement date	26.06.2025		
Prepared by		P.Niharika	Sign	P.Niharika		
From period		19.06.2025	To period	25.06.2025		
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment for petrol for site expenses during week	249.00	Y	Y
		Total		**249.00**		

Amount to be credited by	☐ Transfer to Happay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
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.

26/06/25

DEBIT VOUCHER				
Company/Firm	Dr.NRK Biotech pvt ltd			
Project	Nextopolis			
Voucher no.				
Account head	Petty cash			
Credit to	P.Saikumar Reddy			
Towards/description of work	Towards payment for petrol for site expenses during week			
Location of work				
Period	From:	19-06.2025	To:	25.06.2025
Amount in Rs.	249.00			
Amount in words	Two Hundred Fourty Nine rupees only			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
P.Niharika	26/06/25			

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.

...LLING STATION
...ance BP Mobility Limited
...-1
...- Malkajgiri(D) TS- 500078
Ph: 8328088443

RO ID: 7216 / RO Code: TLF048
INVOICE - Original
Customer copy
...ate: 22/05/2025 16:28:05
...nv: 25052210172

Product	Qty	UoM	Rate-Rs	Amount-Rs
PETROL	0.94	Litre	10[illegible].46	100.00

Total Invoice Amount:	Rs.100.00
Method Of Payment:	CASH
Amount Tendered:	Rs.100.00

RSL licence number : 110/MDCL/2021
VAT and CST number : 36654600547
GST number : 36AAQFJ1644P1ZP
Authorised Signatory
JSK FILLING STATION
For Transconnect Card Related Queries
Contact: 18008919023 (Toll Free)
Jio-bp wishes you a safe journey
.

FP-3/DSM-33 22/05/2025 16:28:15
Scan QR to view the
future of mobility

Bharat Petroleum

Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No.: F8288
Local ID : 00513038
FIP No. : 02
Nozzle No. : 04
roduct : Petrol
ensity : 756.0Kg/Cu.mtr
reset Type: Amount
ate(Rs/L) : 107.49
olume(L) : 00000.47
mount(Rs) : 00050.00
tot: 01080062215.37
tot: 00010021574.67

ehicle No: Not Entered
Mobile No : Not Entered

Date : 19/06/25 Time: 16:24

CST No : 36APOPP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again..

Bharat Petroleum

Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No. : F6257
Local ID : 00133322
FIP No. : 01
Nozzle No. : 03
Product : Petrol
Density : 756.0Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.92
Amount(Rs) : 00099.00
Atot: 00490183939.39
Vtot: 00000469825.37

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 18/06/25 Time: 11:42

CST No : 36APOPP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again..