

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:

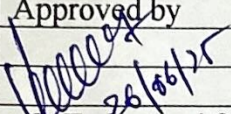
Approved by: Div. Manager Accountant Accounts Manager MD

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.

[Signature]
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.



JSK FILLING STATION
ance BP Mobility Limited

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	107.46	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 : 36654606547

GST number : 36AAQFJ1644P12P

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





Welcomes You

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

Receipt No.: F8288
Local ID : 00513038
FTP No. : 02
Nozzle No. : 04
Product : Petrol
Density : 756.0Kg/Cu.mtr
Reset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.47
Amount(Rs) : 00050.00
Tot: 01080062215.37
Tot: 00010021574.67

Vehicle 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..

SBI Payments

SBI Payments

SBI Payments



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..