Weekly - Petty cash /expense card statement.

| | | | | | | |
|---|---|---|---|---|---|---|
| Name | P.Saikumar Reddy | Statement date | 03.07.2025 | | | |
| Prepared by | P.Niharika | Sign | P.Niharika | | | |
| From period | 26.05.2025 | To period | 02.07.2025 | | | |

| 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 | 50.00 | Y | Y |
| 2 | Dr.Nrk Bioetech pvt ltd | NRK | Towards Drinking water bill for office staff at NRK site | 1080.00 | Y | Y |
| 3 | Dr.Nrk Bioetech pvt ltd | NRK | Towards purchase of refreshment items to MD Sir Visit (Coke,water & Biscuits ) | 280.00 | Y | Y |
| 4 | Dr.Nrk Bioetech pvt ltd | NRK | Towards purchase of snacks items on MD sir visit (sandwich,samosa &tea) | 870.00 | Y | Y |
| | | **Total** | | **2280.00** | | |

| | | | | |
|---|---|---|---|---|
| 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

03/07/25

| 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: 26-06-2025 | To: 02.07.2025 | |
| Amount in Rs. | 50.00 | | |
| Amount in words | Fifty Rupees only | | |
| Mode of payment | Cheque/trf no. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers name | Receivers signature |
| P.Niharika | | | |
| | | | |

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.

3/7/25

Bharat Petroleum

Welcomes You

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

Receipt No.: G0260
Local ID : 00517683
FIP No. : 02
Nozzle No. : 04
Product : Petrol
Density : 754.0Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.47
Amount(Rs) : 00050.00
Atot: 01090053704.20
Vtot: 00010030798.68

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 01/07/25 Time: 13:46

CST No : 36AP0PP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again..

| 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 Drinking water bill for office staff at NRK site | | |
| Location of work | | | |
| Period | From: 26-06-2025 | To: 02.07.2025 | |
| Amount in Rs. | 1080.00 | | |
| Amount in words | One Thousand & Eighty Rupees only | | |
| Mode of payment | Cheque/trf no. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers name | Receivers signature |
| P.Niharika | | | |
| | | | |

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.

3/7/25

DELIVERY CARD

# SRI DURGA PACKAGED DRINKING WATER

Address: Genome valley, Thurkapally, Shamirpet, Medchal - 500078.
Cell: 8919451828, 9381439550

Month :

Name : ..........................................................................................

| Date | No of Bottles | | Cust.Sign. | Date | No of Bottles | | Cust.Sign. |
|---|---|---|---|---|---|---|---|
| | Full | Emty | | | Full | Emty | |
| 1 | — | — | — | 17 | 2 | — | |
| 2 | 3 | — | | 18 | 2 | — | |
| 3 | 2 | — | | 19 | 3 | — | |
| 4 | 2 | — | | 20 | 1 | — | |
| 5 | 2 | — | | 21 | 3 | — | |
| 6 | 3 | — | | 22 | — | — | — |
| 7 | 3 | — | | 23 | 2 | — | |
| 8 | — | — | — | 24 | 2 | — | |
| 9 | 3 | — | | 25 | 2 | — | |
| 10 | 1 | — | | 26 | 2 | — | |
| 11 | 1 | — | | 27 | 2 | — | |
| 12 | 3 | — | | 28 | 2 | — | |
| 13 | — | — | — | 29 | — | — | — |
| 14 | 3 | — | | 30 | 3 | — | |
| 15 | — | — | — | 31 | 54x20 | | |
| 16 | 2 | — | | Total Cans | 1080 Cans. | | |

| 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 purchase of refreshment items to MD sir visit (coke ,water & biscuits ) | | |
| Location of work | | | |
| Period | From: 26-06-2025 | | To: 02.07.2025 |
| Amount in Rs. | 280.00 | | |
| Amount in words | Two Hundred Eighty Rupees only | | |
| Mode of payment | Cheque/trf no. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers name | Receivers signature |
| P.Niharika | | | |
| | | | |

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.

3/7/25

**CASH MEMO** Cell : 27001093

# SRI ADITYA STORES

12-5-84 & 85/1, Vijayapuri, South Lallaguda,
Secunderabad

No. 454 Date:

M/s.....................................................................

| Sl. No. | PARTICULARS | Rate | AMOUNT Rs. | Ps. |
|---|---|---|---|---|
| 1 | Coco | 40 | 80 | 2P |
| 2 | Oorde Fr | 40 | 80 | 2P. |
| 3 | Good bits. | 10 | 20 | 2Ps |
| | | TOTAL | 180 | |

INWARD
Inward No: 1097 Dt: 01/07/2025
MRN No: Dt:
Received By Nitish Sign:
CRESCENTIA LABS PVT LTD

GST No. :

For SRI ADITYA STORES

Signature

**CASH MEMO**

Cell : 27001093

# SRI ADITYA STORES

12-5-84 & 85/1, Vijayapuri, South Lallaguda,
Secunderabad.

No. 454

Date: 1/7/25

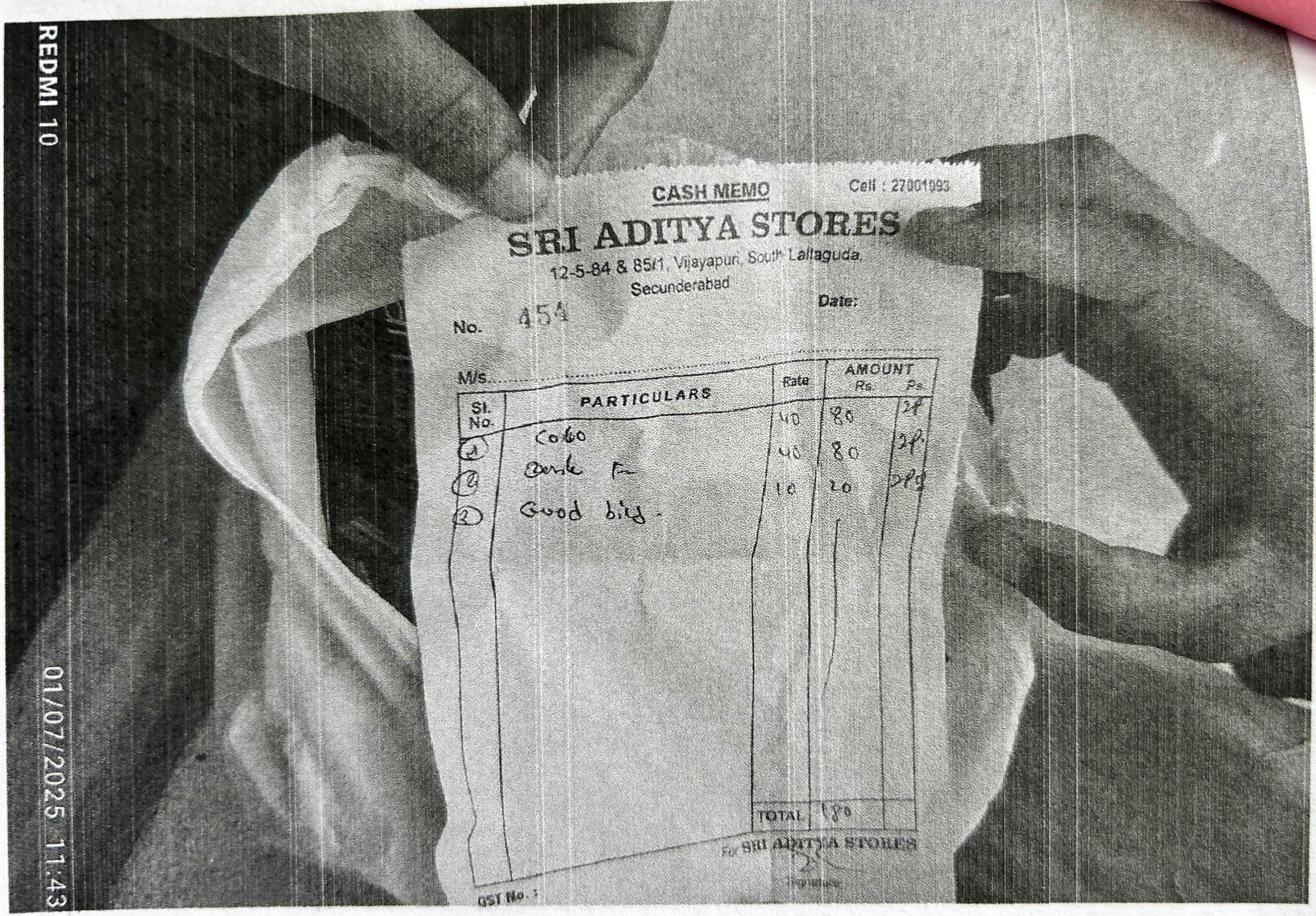
M/s. ........................................

| Sl. No. | PARTICULARS | Rate | AMOUNT Rs. | Ps. |
|---|---|---|---|---|
| 1 | water | 10 | 100 | 10 pcs. |
| | INWARD<br>Inward No: 1098 Dt: 01/07/2025<br>MRN No: Dt:<br>Received By Nitish Sign:<br>CRESCENTIA LABS PVT LTD | | | |
| | | TOTAL | 100 | |

GST No. :

For SRI ADITYA STORES

Signature


REDMI 10
CASH MEMO
Cell : 27001993
SRI ADITYA STORES
12-5-84 & 85/1, Vijayapuri, South Lallaguda,
Secunderabad
No. 454
Date:
M/s.
Sl. No.
PARTICULARS
Rate
AMOUNT
Rs.
Ps.
40
80
40
80
10
20
TOTAL
For SRI ADITYA STORES
Signature
GST No. :
01/07/2025 11:43


NET WEIGHT:
(6 PACKS X 11.5 g)
69 g
Batch No:
PKD:
Use By:
MRP Rs.
incl. of all taxes (Rs. per g)
STORE IN COOL & DRY PLACE
Dark
Fantasy
Choco Fills
Dark
Fantasy
hoco Fills
REDMI 10
01/07/2025 11:42

SRI ADITYA
Secunderabad
PARTICULARS
Rate
AMOUNT
Rs
Ps
10
100
100
REDMI 10
01/07/2025 11:43

| 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 purchase of snacks items on MD Sir site visit (sandwich ,samosa & tea) | | |
| Location of work | | | |
| Period | From: 26-06-2025 | To: 02.07.2025 | |
| Amount in Rs. | 870.00 | | |
| Amount in words | Eight Hundred Seventy Rupees only | | |
| Mode of payment | Cheque/trf no. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers name | Receivers signature |
| P.Niharika | | | |
| | | | |

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.

8/7/25

# TEA TIME

Near DNA Statue,
Thurkapally (Vil) Shamirpet (M),
Medchal-Malkajgiri Dist- 500078.
Cell 9550891315.

11

-01/07/2025

Tea ———— 150 Rs

INWARD

| | |
|---|---|
| Inward No: 1101 | Dt: 01/07/2025 |
| MRN No: | Dt: |
| Received By Nitish | Sign: |

CRESCENTIA LABS PVT LTD

RS 150

BITES N BUBBLES
Hyderabad
BITES N BUBBLES
MN park, synergy square1, genome valley,Turkapally,Shamirpet,
Hyderabad, Telangana
9709703711

Order
**Takeaway**

# Token No: 1

Order 3070
Jul 01 2025 02:03 PM 1 item (6 Qty)
Manager

| Name | Qty | Rate | Amount |
|---|---|---|---|
| Simply Veggies Grilled | | | |
| | 6 | 95 | 570.00 |

Sub Total 570.00

**Bill Total 570.00**

Thirukappally.

# CASH / CREDIT MEMO

Date 1/7/25

M/s. Sri Sendor Print

| QTY. | PARTICULARS | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|
| | Om card sc... | 6 | 150 | |
| | 7061840935 | | | |
| | Thanks Visit Again | TOTAL | 150 | |

INWARD

| | |
|---|---|
| Inward No: 1102 | Dt: 01/07/2025 |
| MRN No: | Dt: |
| Received By Nitish | Sign: |

CRESCENTIA LABS PVT LTD

* Goods once sold will not be taken back or exchanged.

Signature

Ajay


REDMI 10
01/07/2025 14:07