Weekly - Petty cash /expense card statement.

Name	P.Saikumar Reddy	Statement date	10.07.2025
Prepared by	P.Niharika	Sign	P.Niharika
From period	03.07.2025	To period	09.07.2025

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 purchase of Sri Adithya Stores items MD Sir Visit (Pour Home)	99.00	Y	Y
3	Dr.Nrk Bioetech pvt ltd	NRK	Towards purchase of refreshment items to MD Sir Visit (Coke & Biscuits)	160.00	Y	Y
4	Dr.Nrk Bioetech pvt ltd	NRK	Towards purchase of Sri Adithya Stores items MD Sir Visit (Tissue,Acid & Air freshner)	205.00	Y	Y
5	Dr.Nrk Bioetech pvt ltd	NRK	Towards purchase of Snacks items on MD sir visit (Tea)	300.00	Y	Y
6	Dr.Nrk Bioetech pvt ltd	NRK	Towards purchase of launch items on MD sir visit (Briyani)	2000.00	Y	Y
		Total		**2,814.00**		

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

10/7/25

Weekly - Petty cash /expense card statement.

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.

DEBIT VOUCHER				
Company/Firm	Dr.NRK Biotech pvt ltd			
Project	Nextopolis			
Voucher no.				
Account head	Petty cash			
Credit to	P.Niharika			
Towards/description of work	Towards payment for petrol for site expenses during week			
Location of work				
Period	From:	03.07.2025	To:	09.07.2025
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.

Bharat Petroleum

Welcomes You

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

Receipt No.: G3689
Local ID : 00520726
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: 01090760780.94
Vtot: 00010037376.75

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 09/07/25 Time: 10:13

CST No : 36APOPP0590F1ZN
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.Niharika				
Towards/description of work	Towards purchase of Sri Adithya Stores MD sir visit (Pour Home)				
Location of work					
Period	From:	04.07.2025		To:	09.07.2025
Amount in Rs.	99.00				
Amount in words	Ninty Nine 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.

d Time
5 01:14:43 pm
2025 02:1

CASH MEMO

Cell : 27001093

SRI ADITYA STORES

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

491

Date: 8/7/25

Sl. No.	PARTICULARS	Rate	AMOUNT Rs.	Ps.
	Rounmome	99	99	1P
		TOTAL	99	

INWARD
Inward No: 1109 Dt: 08/07/2025
MRN No: Dt:
Received By: Nitish Sign:
DR NRK BIOTECH PVT LTD

GST No. :

For SRI ADITYA STORES

Signature


DRIVE
nector
pour
HOME
phoenix
up to
30
realme C55
2025.07.08 11:29

DEBIT VOUCHER					
Company/Firm	Dr.NRK Biotech pvt ltd				
Project	Nextopolis				
Voucher no.					
Account head	Petty cash				
Credit to	P.Niharika				
Towards/description of work	Towards purchase of refreshment items to MD sir visit (coke & biscuits)				
Location of work					
Period	From:	04-07-2025	To:	09.07.2025	
Amount in Rs.	160.00				
Amount in words	One Hundred & Sixty 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.

CASH ME... Cell : 27001093

SRI ADITYA STORES

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

488

Date: 8/7/25

Sl. No.	PARTICULARS	Rate	AMOUNT Rs.	Ps.
1	Coke	40	80	2PS
2	Dark [illegible]	40	80	2PS
		TOTAL	160	

INWARD
Inward No: 1107 Dt: 08/07/2025
MRN No: Dt:
Received By: Nitish Sign:
DR NRK BIOTECH PVT LTD

GST No. :

For SRI ADITYA STORES

Signature

DEBIT VOUCHER			
Company/Firm	Dr.NRK Biotech pvt ltd		
Project	Nextopolis		
Voucher no.			
Account head	Petty cash		
Credit to	P.Niharika		
Towards/description of work	Towards purchase of Sri Adithya Stores to MD sir visit (Tissue,Acid ,Air freshner)		
Location of work			
Period	From: 04-07-2025		To: 09.07.2025
Amount in Rs.	205.00		
Amount in words	TwoHundred & Five 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.

Cell : ~~27001093~~ 9866352802

SRI ADITYA STORES

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

487

Date:

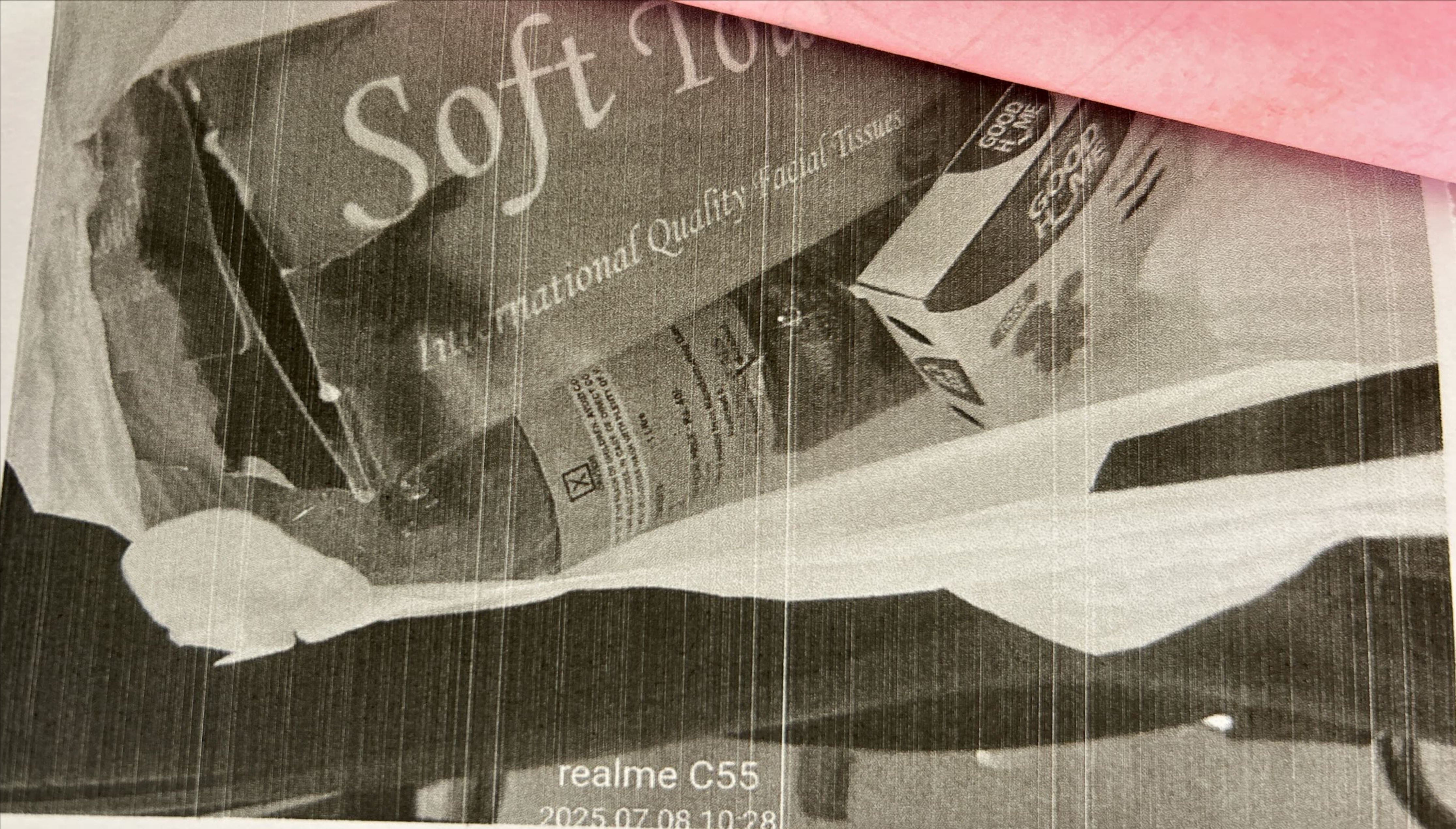
PARTICULARS	Rate	AMOUNT Rs.	Ps.
Pds	80	80	1P
Atta	40	40	1P
Good Knife	85	85	1P
TOTAL		205	

INWARD
Inward No: 1108 Dt: 08/07/2025
MRN No: Dt:
Received By: Nitish Sign:
DR NRK BIOTECH PVT LTD

GST No. :

For SRI ADITYA STORES

Signature


Soft
International Quality Facial Tissues
GOOD HOME
realme C55
2025.07.08 10:28

DEBIT VOUCHER				
Company/Firm	Dr.NRK Biotech pvt ltd			
Project	Nextopolis			
Voucher no.				
Account head	Petty cash			
Credit to	P.Niharika			
Towards/description of work	Towards purchase of snacks items on MD Sir site visit (tea)			
Location of work				
Period	From:	04--07-2025	To:	09.07.2025
Amount in Rs.	300.00			
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.

TEA TIME

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

12

08/07/2025

Tea ——— 150 Rs

INWARD

Inward No: 1110	Dt: 08/07/2025
GRN No:	Dt:
Received By: Nitish	Sign: N

FOR NRK BIOTECH PVT LTD

Rs 150 total paid

TEA TIME

10

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

e - 08/07/2025

Tea —— 150RS

INWARD	
Inward No: 1112	Dt: 08/07/2025
MRN No:	Dt:
Received By: Nitish	Sign:
DR NRK BIORESCH PVT LTD	

Total paid

DEBIT VOUCHER				
Company/Firm	Dr.NRK Biotech pvt ltd			
Project	Nextopolis			
Voucher no.				
Account head	Petty cash			
Credit to	P.Niharika			
Towards/description of work	Towards purchase of Sai Brundavan Grand items to MD sir visit (Briyani)			
Location of work				
Period	From:	04.07.2025	To:	09.07.2025
Amount in Rs.	2000.00			
Amount in words	Two Thousand 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.

Paytm

Payment Successful

₹2,000

08 Jul 2025, 10:57:04 AM

RRN - 287842580495

Paid at SAI BRUNDAVAN GRAND

38 ,Rajiv Rahadaari Road ,Mee Ruchi Restaurant ,India

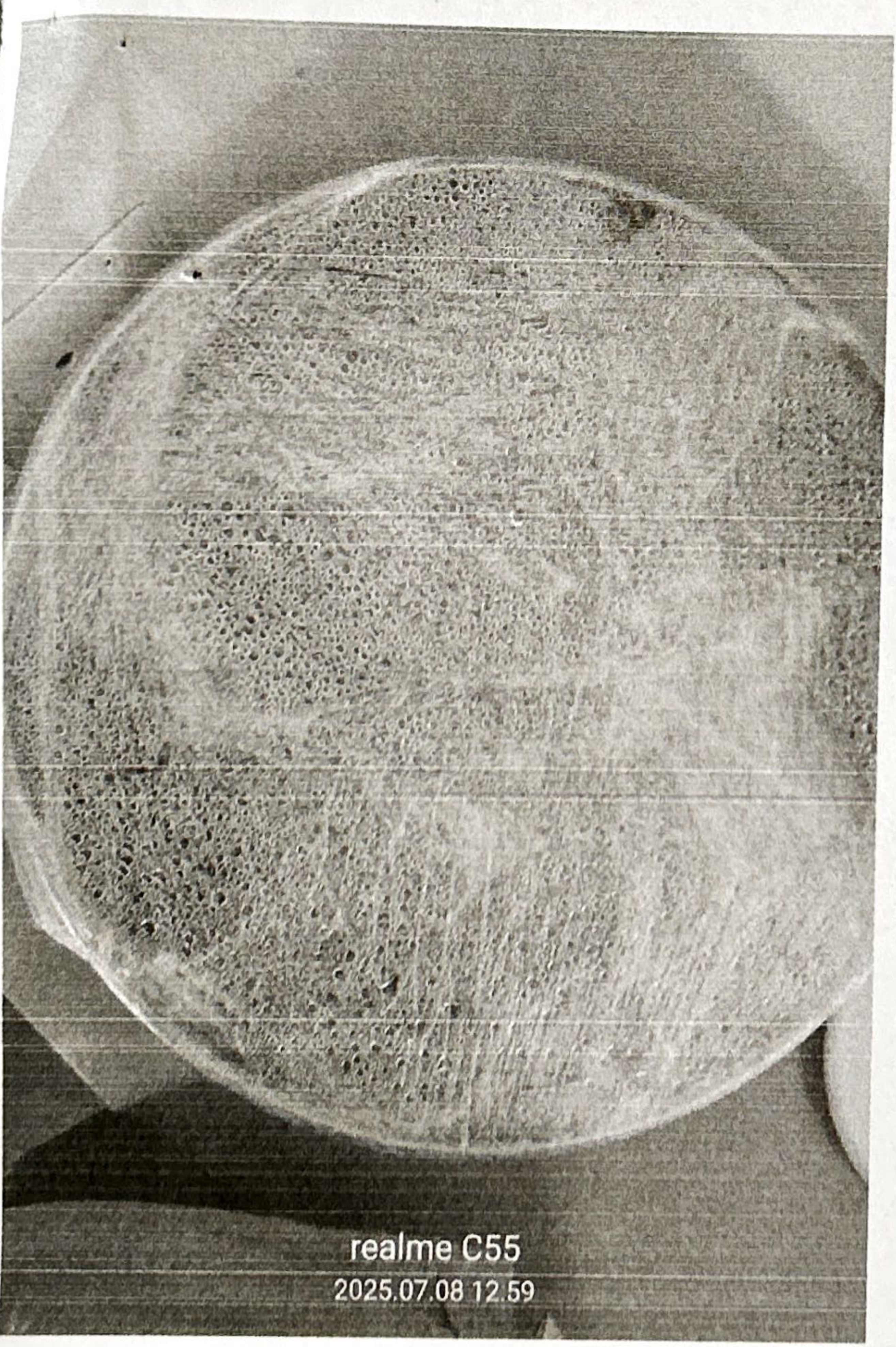
From QR

Payment Details

Txn ID	20250708010940000149297280605281583
Order ID	2025070810570000213926606037
Bank MID	mWTIfU25896846238715
Acquiring Bank	Yes Bank Limited
Transaction Type	SALE
Serial No	TJ75253L22252
MID	mWTIfU25896846238715
TID	26606037
UPI Reference ID	287842580495

Merchant Copy

PAYTM POS Version 1.0.0.0


realme C55
2025.07.08 12.59