Weekly - Petty cash /expense card statement.

Name	P.Niharika	Statement date	17.07.2025
Prepared by	P.Niharika	Sign	P.Niharika
From period	10.07.2025	To period	17.07.2025

Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1	Dr.Nrk Bioetech pvt ltd	NRK	Towards Advance payment for petty cash RS=3000/- For MD Sir site visit puprose	3000.00	Y	Y
		Total		**3000.00**		

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.

18/07/25

DEBIT VOUCHER				
Company/Firm	Dr.NRK Biotech pvt ltd			
Project	Nextopolis			
Voucher no.				
Account head	Petty cash			
Credit to	Sai kumar Reddy			
Towards/description of work	Towards payment For petty cash Advance RS=3000/- To saikumar reddy			
Location of work				
Period	From:	10.07.2025	To:	17.07.2025
Amount in Rs.	3000/-			
Amount in words	Three 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.

...s to Request for payment: REQUEST FOR PAYMENT - APPROVAL

...om: Smartsheet Automation (automation@app.smartsheet.eu)
To: niharika@modiproperties.com
Date: Wednesday, June 25, 2025 at 11:51 AM GMT+5:30

smartsheet

Changes to Request for payment: REQUEST FOR PAYMENT - APPROVAL

Request for payment

Details

Changes since 6/24/25, 11:21 PM

1 row changed

1 row added or updated (shown in yellow)

Row 2033

S. NO	
Employee Name	niharika@modiproperties.com
Company / Firm	Dr. NRK Biotech Pvt Ltd.
Project	Nextopolis
Pay to	Petty cash
Payment type	Advance
Amount	5,000.00
Payment	others
Payment date	06/25/25
In case of other date, given reason	

...ment mode	Cash
Brief description of payment	Payment for MD Site visit & local purchase purpose
VRN/CRN no	NILL
PO/WO no.	NILL
Requested Date	06/25/25
Level I Approval from Director	Jai Kumar
Level I Approved - Director	Approved
Date of approval	06/24/25, 11:21 PM
Forward to Accountant	Rajya Lakshmi N
Row ID	2035

Changes made by jaikumar@modiproperties.com