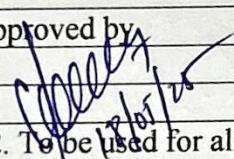


Weekly - Petty cash /expense card statement.

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.						
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]
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.

Changes to Request for payment: REQUEST FOR PAYMENT - APPROVAL

From: Smartsheet Automation (automation@app.smartsheet.eu)

To: niharika@modiproperties.com

Date: Wednesday, June 25, 2025 at 11:51 AM GMT+5:30



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

Payment mode	Cash
Brief description of payment	Payment for MD Site visit & local purchase purpose
VRN/CRN no	NILL
PO/NO 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

You are receiving this email because you are subscribed to a workflow "REQUEST FOR PAYMENT - APPROVAL" (ID# 1658483155724164) on sheet Request for payment
Exclude your changes from all notifications | [Unsubscribe](#)
Powered by [Smartsheet Inc.](#) | [Privacy Policy](#) | [Report Abuse/Spam](#)