Weekly - Petty cash /expense card statement.

Name	P.Niharika	Statement date	17.07.2025
Prepared by	P.Niharika	Sign	P.Niharika
From period	17.07.2025	To period	23.07.2025

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=10,000/- For MD Sir site visit puprose & local purchase	10,000.00	Y	Y
		Total		**10,000.00**		

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:	[illegible]			
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	T.Madhu		
Towards/description of work	Towards Advance payment For MD Sir Site Visit & Local purchase purpose		
Location of work			
Period	From: 17.07.2025	To: 23.07.2025	
Amount in Rs.	10,000/-		
Amount in words	Ten Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
P.Niharika	Nallury		

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: Thursday, July 24, 2025 at 10:09 AM GMT+5:30

smartsheet

Changes to Request for payment: REQUEST FOR PAYMENT - APPROVAL

Request for payment

Details

Changes since 7/23/25, 9:39 PM

1 row changed

1 row added or updated (shown in yellow)

Row 2179

S. NO	
Employee Name	niharika@modiproperties.com
Company / Firm	Dr. NRK Biotech Pvt Ltd.
Project	Nextopolis
Pay to	Petty cash
Payment type	Advance
Amount	10,000.00
Payment	others
Payment date	07/24/25
In case of other date, given reason	NA

Payment mode	Other
Brief description of payment	Payment for MD Site visit & local purchase purpose
VRN/CRN no	NA
PO/WO no.	NA
Requested Date	07/24/25
Level I Approval from Director	Jai Kumar
Level I Approved - Director	Approved
Date of approval	07/23/25, 9:39 PM
Forward to Accountant	Rajya Lakshmi N
Row ID	2181

Changes made by jaikumar@modiproperties.com