Weekly - Petty cash /expense card statement.

Name	P.Niharika	Statement date	31.07.2025
Prepared by	P.Niharika	Sign	P.Niharika
From period	24.07.2025	To period	30.07.2025

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 Sri Adithya Stores For MD Sir Visit	80.00	Y	Y
2	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment for Refreshment For MD Sir Visit	100.00	Y	Y
3	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment for Briyani For MD sir vist	2440.00	Y	Y
4	Dr.Nrk Bioetech pvt ltd	NRK	Towards Payment for Sree vani Weigh Bridgge	120.00	Y	Y
5	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment For Sree Durga packaged Drinking water purpose	1160.00	Y	Y
		Total		**3900.00**		

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:				

01/08/25

DEBIT VOUCHER			
Company/Firm	Dr.NRK Biotech pvt ltd		
Project	Nextopolis		
Voucher no.			
Account head	Petty cash		
Credit to	Madhu		
Towards/description of work	Towards amount paid to Sri Adithya Stores Diet coke		
Location of work			
Period	From: 24-07-2025	To: 30-07-2025	
Amount in Rs.	80/-		
Amount in words	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.

CASH MEMO Cell : 27001093

RI ADITYA STORES

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

216

Date: 28/7/25

/s. ....

Sl. No.	PARTICULARS	Rate	AMOUNT Rs.	Ps.
1	Did coke	40	80	2
		TOTAL	80	

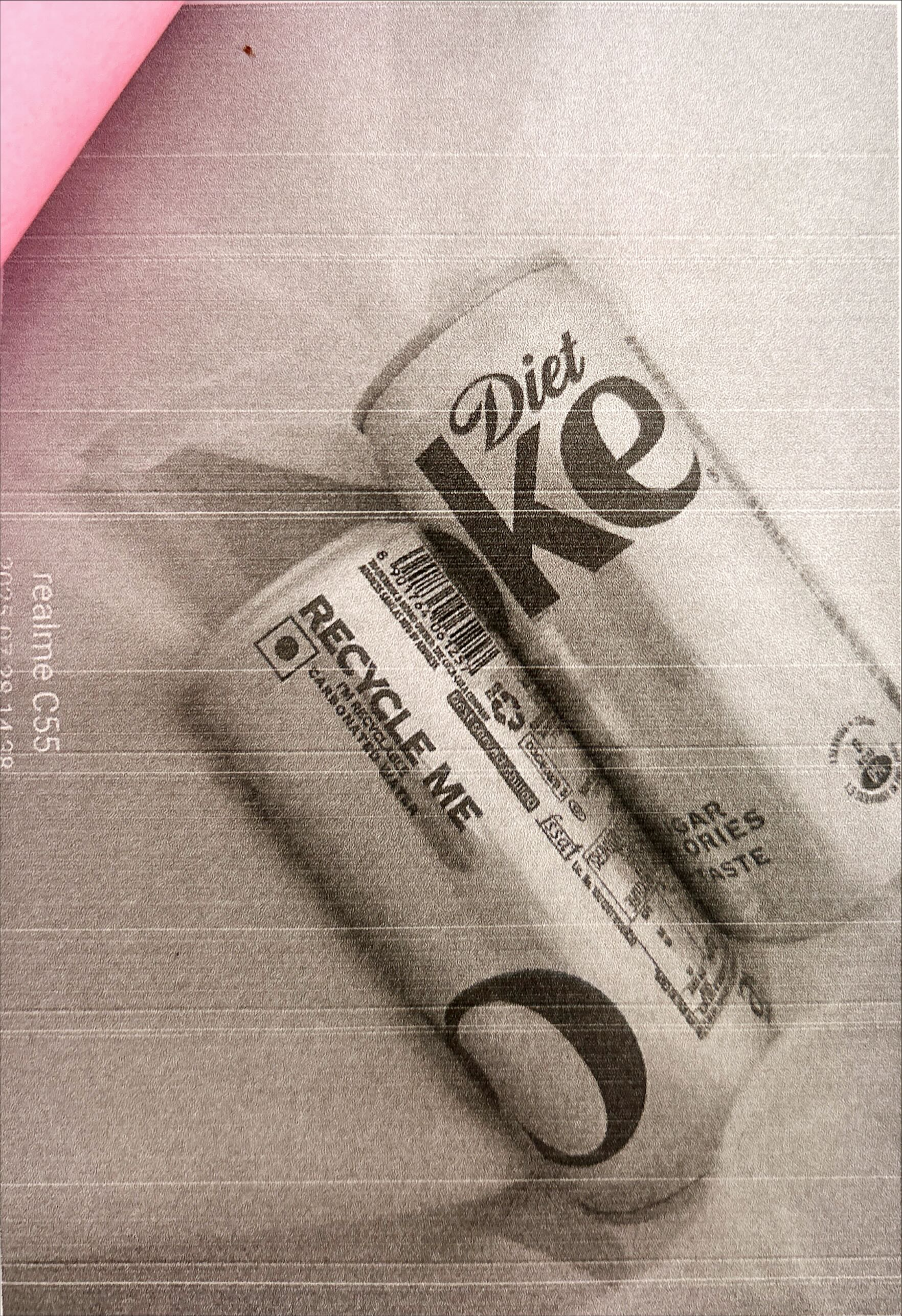
INWARD

Inward No: 1129	Dt: 28/07/2025
MRN No:	Dt:
Received By: Nitish	Sign:

DR NRK BIOTECH PVT LTD

GST No. :

For SRI ADITYA


Diet
RECYCLE ME
realme C55

DEBIT VOUCHER			
Company/Firm	Dr.NRK Biotech pvt ltd		
Project	Nextopolis		
Voucher no.			
Account head	Petty cash		
Credit to	Madhu		
Towards/description of work	Towards amount paid to MD sir site visit Tea Time		
Location of work			
Period	From: 24-07-2025		To: 30-07-2025
Amount in Rs.	100/-		
Amount in words	One Hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
P.Niharika			
	1/8/25		

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 / CREDIT MEMO

Date 28/07/2025

	PARTICULARS	RATE	AMOUNT Rs.	Ps.
1	Tea		100	
		TOTAL	100	

INWARD

Inward No: 1130 Dt: 28/07/2025

MRN No: Dt:

Received By: Nitish Sign:

DR NRK BIOTECH PVT LTD

Thanks Visit Again

* Goods once sold will not be taken back or exchanged

Signature

CHAYBUN FOOD COURT

Ajay

DEBIT VOUCHER			
Company/Firm	Dr.NRK Biotech pvt ltd		
Project	Nextopolis		
Voucher no.			
Account head			
Credit to	T.Madhu		
Towards/description of work	Towards amount payed for Brundavanam Briyani For MD sir site visit		
Location of work			
Period	From: 24-07-2025	To: 30-07-2025	
Amount in Rs.	2440/-		
Amount in words	Two Thousand four hundred & fourty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
P.Niharika	01/8/25		

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.

28/7/25

10 Singed Chi Biru 2000
2 Veg Rice 440

2440/-

INWARD

Inward No: 1138	Dt: 28/07/2025
MRN No:	Dt:
Received By: Nitish	Sign:

DR NRK BIOTECH PVT LTD

PAID

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 payment for Sree vani weigh bridge for Ms pipes		
Location of work			
Period	From: 24-07-2025		To: 30-07-2025
Amount in Rs.	120.00		
Amount in words	One Hundred Twenty rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
P.Niharika	9/8/25		

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.

DELIVERY CARD

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	1	—		17	2	—	
2	1	—		18	2	—	
3	3	—		19	2	—	
4	2	—		20	—	—	—
5	2	—		21	3	—	
6	—	—	—	22	2	—	
7	3	—		23	—	—	—
8	2	—		24	3	—	
9	2	—		25	2	—	
10	2	—		26	1	—	
11	2	—		27	—	—	—
12	2	—		28	3	—	
13	—	—	—	29	—	—	—
14	3	—		30	6	—	
15	2	—		31	3	—	
16	2	—		Total Cans	58		