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	200.00	Y	Y
2	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment for Sri Adithya Stores For MD Sir Visit	360.00	Y	Y
3	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment for Refreshment For MD Sir Visit	300.00	Y	Y
4	Dr.Nrk Bioetech pvt ltd	NRK	Towards payment for Briyani For MD sir vist	2440.00	Y	Y
5	Dr.Nrk Bioetech pvt ltd	NRK	Towards Payment for Sree vani Weigh Bridge	80.00	Y	Y
6	Dr.Nrk Bioetech pvt ltd	NRK	Towards Amount payment For Royal Air condition	3500.00	Y	Y
7	Dr.Nrk Bioetech pvt ltd	NRK	Towars amount payment for Padlock	120.00	Y	Y
9	Dr.Nrk Bioetech pvt	NRK	Towards AW Enterprise	1030.00	Y	Y

Weekly - Petty cash /expense card statement.

	ltd					
		Total		**8130.00**		

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:	[signature]			
Date:	8/8/25			

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 amount paid to Sri Adithya Stores Diet coke		
Location of work			
Period	From: 02-08-2025	To: 06-08-2025	
Amount in Rs.	200/-		
Amount in words	Two Hundred 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

SRI ADITYA STORES

Cell : 27001093

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

270

Date: 5/8/25

PARTICULARS	Rate	AMOUNT Rs.	Ps.
Dark F	40	120	3P
Dite Coke	40	80	2P
TOTAL		200	

INWARD

Inward No: 1164	Dt: 05/08/2025
MRN No:	Dt:
Received By: Nilish	Sign:

DR NRK BIOTECH PVT LTD


Dark Fantasy
Dark Fantasy
Choco Fills
REDMI 10
05/08/2025 15:16

<table>
<tr><td colspan="5">DEBIT VOUCHER</td></tr>
<tr><td>Company/Firm</td><td colspan="4">Dr.NRK Biotech pvt ltd</td></tr>
<tr><td>Project</td><td colspan="4">Nextopolis</td></tr>
<tr><td>Voucher no.</td><td colspan="4"></td></tr>
<tr><td>Account head</td><td colspan="4">Petty cash</td></tr>
<tr><td>Credit to</td><td colspan="4">T.Madhu</td></tr>
<tr><td>Towards/description of work</td><td colspan="4">Towards amount paid to Sri Adithya Stores Diet coke, Dark fantacy for MD Sir Site Visit</td></tr>
<tr><td>Location of work</td><td colspan="4"></td></tr>
<tr><td>Period</td><td>From:</td><td>02-08-2025</td><td>To:</td><td>06-08-2025</td></tr>
<tr><td>Amount in Rs.</td><td colspan="4">360/-</td></tr>
<tr><td>Amount in words</td><td colspan="4">Three Hundred sixty rupees only</td></tr>
<tr><td>Mode of payment</td><td>Cheque/trf no.</td><td>Date</td><td colspan="2">Bank</td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td>Prepared by</td><td>Approved by</td><td>Receivers name</td><td colspan="2">Receivers signature</td></tr>
<tr><td>P.Niharika</td><td></td><td></td><td colspan="2"></td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td></tr>
</table>

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

CASH MEMO

SRI ADITYA STORES

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

. 260

Date: 5/8/25

M/s. ....

Sl. No.	PARTICULARS	Rate	AMOUNT Rs.	Ps.
1	Drink	40	80	2Pcs
2	water	190	190	1Pkg
3	Coke	40	80	2Ps.
		TOTAL	360	

INWARD

ard No: 1163	Dt: 05/08/2025
N No:	Dt:
ceived By: Nitish	Sign:

DR NRK BIOTECH PVT LTD

GST No. :

For **SRI ADITYA STORES**

Signature


Choco Fills
ORIGINAL FILLED COOKIE
Dark
Choco Fills
05/08/2025 11:17
REDMI 10


05/08/2025 11:17

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: 02-08-2025	To: 08-08-2025	
Amount in Rs.	300/-		
Amount in words	T hree Hundred 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.

17

2025

ea ——— 150 Rs

INWARD

Inward No: 1101	Dt: 05/08/2025
MRN No:	Dt:
Received By: Nitish	Sign:

DR NRK BIOTECH PVT LTD

Total Paid 150 Rs

TEA TIME

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

18

/08/2025

Tea —— 150 RS

total Paid 150

INWARD	
Inward No: 1162	Dt: 05/08/2025
MRN No	Dt:
Received By:	Sign:
DR NRK BIOTECH PVT LTD	

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: 02-08-2025		To:	06-08-2025
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				

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.

6 5/8/2025.

chicken fry piece biryani → 2000
Jeera Rice → 440

Total → 2,440.

PAID

INWARD
Inward No: 1165 | Dt: 05/08/2025
MRN No: | Dt:
Received By: | Sign:
Anish
DR NRK BIOTECH PVT LTD

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:	02-08-2025	To:	08-08-2025
Amount in Rs.	80.00			
Amount in words	Eight hundred 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

S.V.H. WEIGH BRIDGE

యస్.వి.హెచ్. ధర్మ కాంటా

4AM to 9 PM SERVICE

H.No. 4-18/1/4, Thurkapally, Opp. Bharath Bio-Tech, Sy. No. 228,
Shameerpet Mandal, Kolthur Road, R.R. Dist - 500 101. T.S.

COMPUTERISED 100M TONNES WEIGH BRIDGE

No.: 1469

VEHICLE No. : TS10UB 6097

Rs. 80

1

GROSS 1130 Kgs. DATE : 06-08-25 TIME: 15:12

TARE 580 Kgs. DATE : 06-08-25 TIME: 15:46

NETT 550 Kgs.

MATERIAL:

OPERATOR'S SIGNATURE

వాహనము ప్లాట్ ఫారం విడిచిన తర్వాత మా బాధ్యత లేదు.

Our responsibility ceases once the vehicle leaves the platform.

S.V.H. WEIGH BRIDGE

యస్.వి.హెచ్. ధర్మ కాంట

4AM to 9 PM SERVICE

H.No. 4-18/1/4, Thurkapally, Opp. Bharath Bio-Tech, Sy. No. 228,
Shameerpet Mandal, Kolthur Road, R.R. Dist - 500 101. T.S.

COMPUTERISED 100M TONNES WEIGH BRIDGE

No.: 1

VEHICLE No. : TS10UB 6097

Rs. 4469 80 DWe

GROSS 1130 Kgs. DATE : 06-08-25 TIME: 15:12

TARE Kgs. DATE : TIME:

NETT Kgs.

MATERIAL:

OPERATOR'S SIGNATURE

వాహనము ప్లాట్ ఫారం విడిచిన తర్వాత మా బాధ్యత లేదు.

Our responsibility ceases once the vehicle leaves the platform.

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 amount paid to Chai bunk food court for site refreshment purpose		
Location of work			
Period	From: 02-08-2025		To: 08-08-2025
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			

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.

CHAI BUNK FOOD COURT

ea —— 100Rs

INWARD

Inward No: 1144	Dt: 04/08/2025
MRN No:	Dt:
Received By: Nitish	Sign:

DR NRK BIOTECH PVT LTD

Total Paid 100 RS

NBenth

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 Royal Air condition(Gas filling & servicing with water)			
Location of work				
Period	From:	02-08-2025	To:	06-08-2025
Amount in Rs.	3500/-			
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				

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 BILL

Cell:9550549805

~~8099955124~~

ROYAL AIR CONDITION

Spl In : All Types Of Fridzes And Air Conditioners Water Coolers, Bottle Coolers, Deep Freezers.water Chiller Display Case Ect.,

1-8-4, Beside ETDC Building. North Kamala Nagar, ECIL 'X' Road, Hyderabad - 62

M/s. Nextopolis

No: 308

Date:

Sl.No.	DESCRIPTION	Qty	Rate	AMOUNT Rs.	Ps.
1)	AC Gas fill			2500/-	
2)	Servicing with water			1000/-	
			Total	3500/-	

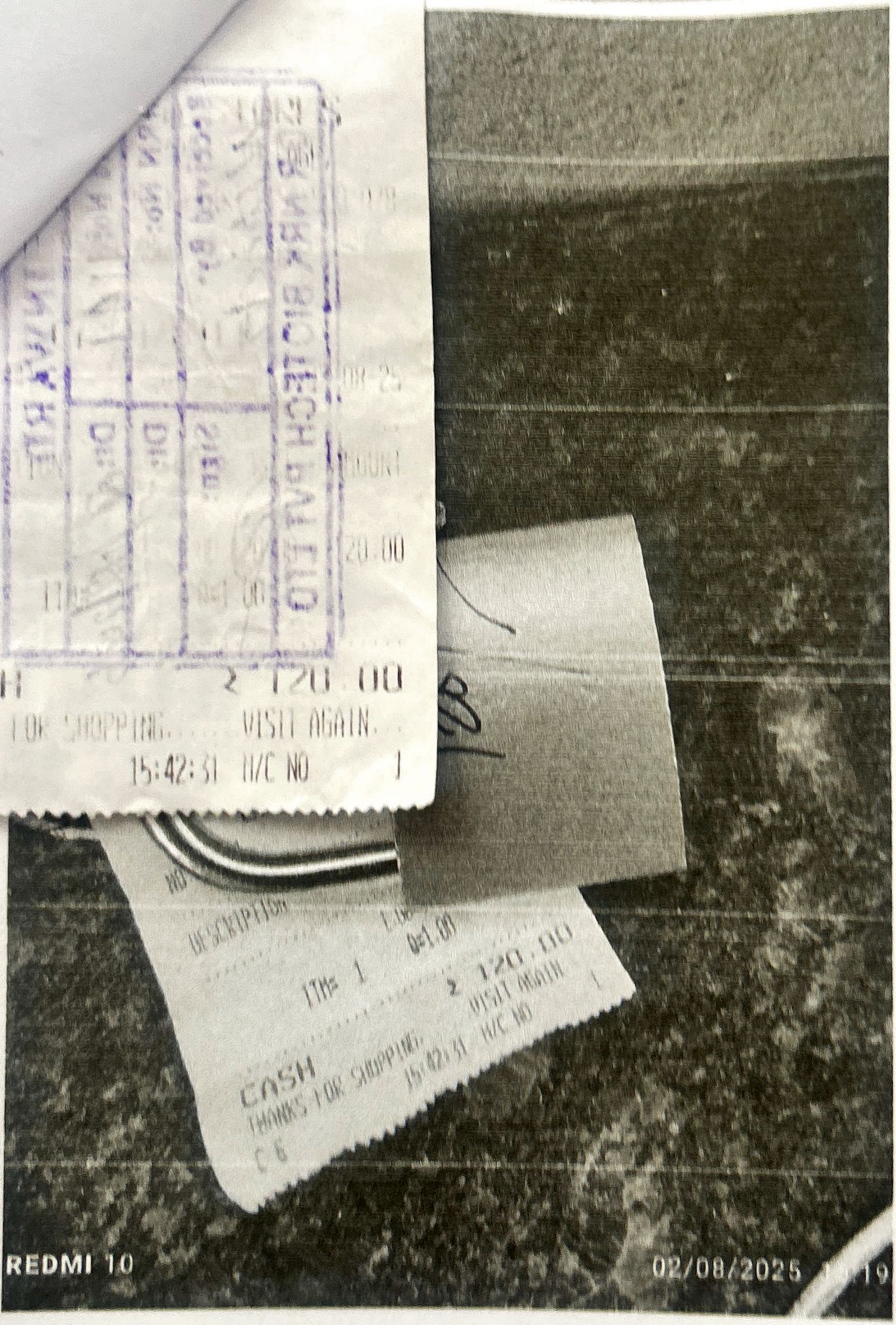
Rupees :

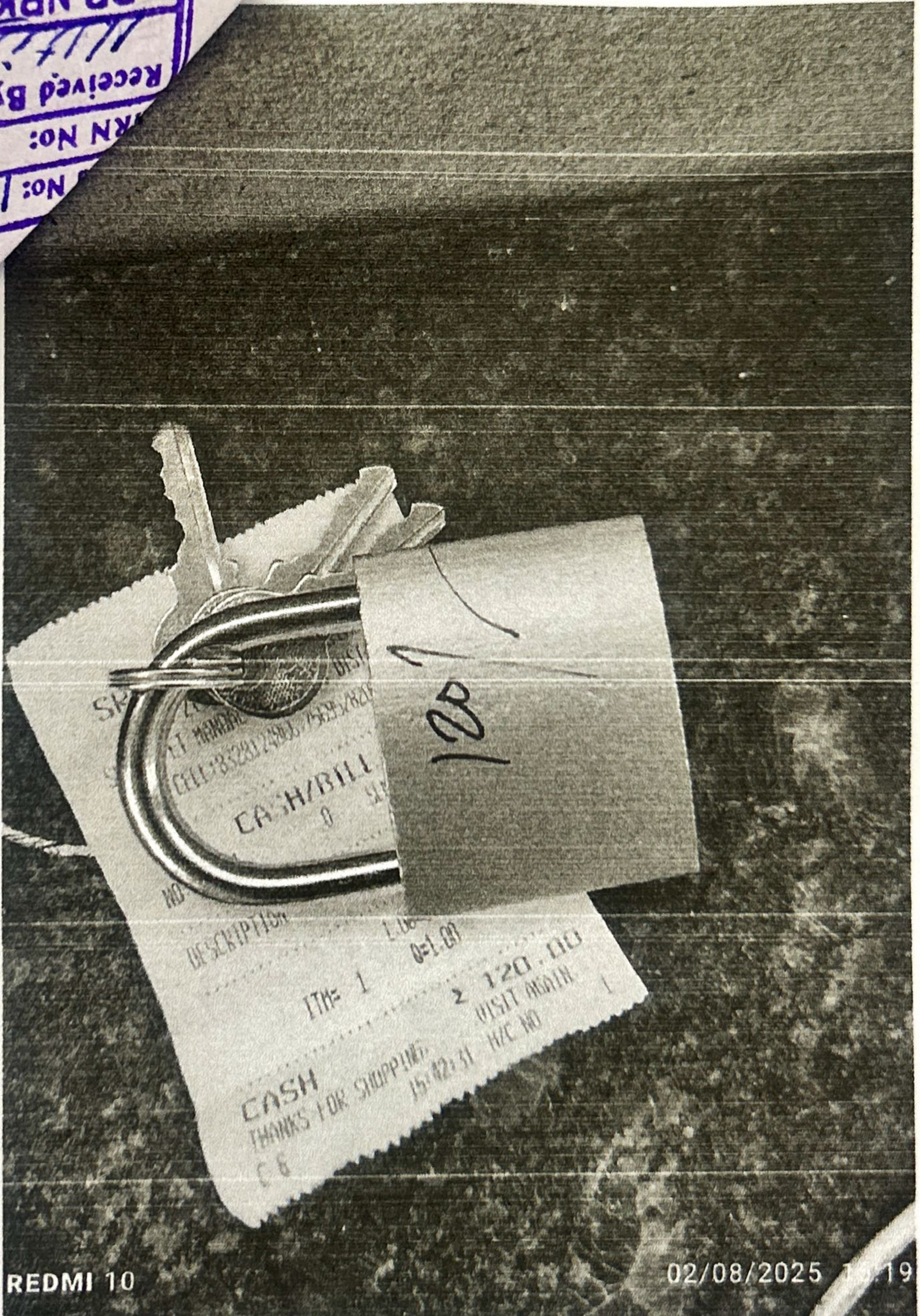
For ROYAL AIR CONDITION

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 Sk for padlock gate purpose			
Location of work				
Period	From:	02-08-2025	To:	06-08-2025
Amount in Rs.	120/-			
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				

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 ₹ 120.00
THANKS FOR SHOPPING..... VISIT AGAIN..
C 6 15:42:31 H/C NO 1




108
DESCRIPTION
ITM: 1
₹ 120.00
VISIT AGAIN
CASH
THANKS FOR SHOPPING
REDMI 10
02/08/2025

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 AW Enterprise		
Location of work			
Period	From: 02-08-2025	To: 06-08-2025	
Amount in Rs.	1030/-		
Amount in words	One Thousand & Thirty 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.

AW ENTERPRISE.
M.S/G.I Pipes, Sheets.
ADD: Main Road. Turkapally,
(Mandal) Shamirpet, Medchal (Dist)
Ph: 9019121820, 9948276123

DT-04/08/25

①	20x5 mm flat	=	15kg x 62	= 930.00
②	wheels 4t cutting	=	20 x 5	= 100.00
				1030.00

INWARD	
Inward No: 1143	Dt:04/08/2025
MRN No:	Dt:
Received By: Nitish	Sign:
OR NRK BIOTECH PVT LTD	

Total = 1030.00

4/8

RIGHT


TS10F
B6118
REDMI 10