Weekly - Petty cash /expense card statement.

Name	T.Madhu	Statement date	12.09.2025
prepared by	S.Shravya	Sign	
From period	05.09.2025	To period	12.09.2025

Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to K.Narsimha towards supply of water cans for the month of august.	1200.00	Y	
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to bharat petroleum for petrol for bike for miscellaneous works at site.	100.00	Y	Y
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to sri aditya stores for purchase of cookies and tea at MD sir visit.	140.00	Y	
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to jai bhavani electricals for double tape & fan rods.	290.00	Y	
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Ganesh electricals hardwards for purchase of Cpvc clamps,Anchor bolts,steel lock,spongs,taps PVC gampa,bits 10mm,12 mm,CPVC reducer,sockets,below,ball valve.	5664.00	Y	Y
		Total		**7394.00**		

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.=

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 paid to K.Narsimha towards supply of water cans for the month of august.		
Location of work			
Period	From: 05.09.2025		To: 12.09.2025
Amount in Rs.	1200.00		
Amount in words	Twelve hundred only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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.

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 paid to bharat petroleum for petrol for bike for miscellaneous works at site.			
Location of work				
Period	From:	05.09.2025	To:	12.09.2025
Amount in Rs.	100.00			
Amount in words	One hundred only			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
S.Shravya				

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.

<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"></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 aditya stores for purchase of cookies and tea at MD sir visit.</td></tr>
<tr><td>Location of work</td><td colspan="4"></td></tr>
<tr><td>Period</td><td>From:</td><td>05.09.2025</td><td>To:</td><td>12.09.2025</td></tr>
<tr><td>Amount in Rs.</td><td colspan="4">140.00</td></tr>
<tr><td>Amount in words</td><td colspan="4">One hundred only</td></tr>
<tr><td>Mode of payment</td><td colspan="2">Cheque/trf no.</td><td>Date</td><td>Bank</td></tr>
<tr><td></td><td colspan="2"></td><td></td><td></td></tr>
<tr><td>Prepared by</td><td colspan="2">Approved by</td><td>Receivers name</td><td>Receivers signature</td></tr>
<tr><td>S.Shravya</td><td colspan="2"></td><td></td><td></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.

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 paid to jai bhavani electricals for double tape & fan rods.			
Location of work				
Period	From:	05.09.2025	To:	12.09.2025
Amount in Rs.	290.00			
Amount in words	Two hundred and ninty only			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
S.Shravya				

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.

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 paid to Ganesh electricals hardwards for purchase of Cpvc clamps,Anchor bolts,steel lock,spongs,taps PVC gampa,bits 10mm,12 mm,CPVC reducer,sockets,below,ball valve.		
Location of work			
Period	From: 05.09.2025	To: 12.09.2025	
Amount in Rs.	5664.00		
Amount in words	Five thousand six hundred and sixty four only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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 : 9949275395

K. NARSIMHA

Cold & Normal Water

Milk, Curd & Panner

Village : Kolthur, Mndl : Muduchintalapalli, Medchal Dist.

No. 1043

Date : 10/09/25

M/s Dr N.R.K Biotech Pvt Ltd

S.No.	PARTICULARS	QTY.	RATE	AMOUNT Rs. Ps.
	August month water cans	60	20	1200
			TOTAL	1200/-

INWARD

Inward No: 1359 Dt: 12/9/25

MRN No: Dt:

Received By: Sign:

DR NRK BIOTECH PVT LTD

For K. NARSIMHA

Cell : 9949275395, 9849649362

SHIVA SAI CHILLING WATER
& NORMAL RO WATER

Kolthur Village, Muduchintalapalli Mandal, Medchal District.

Gpay, Phonepay : 9949275395

Name: Dr. N.R.K Biotech Pvt Ltd Date: 22/8/25

Month: August Address:

Rate: Cust. Ph:

Date	Qty.	Return Cans	Balance Cans	Signature
22/8/25	11		~~3 [illegible]~~	D. Raju[illegible]
23/8/25	10			D. Raju[illegible]
24/8/25	0 —	0 —	Sunday	D. Raju[illegible]
25/8/25	10			D. Raju[illegible]
26/8/25	07	—		D. Raju[illegible]
27/8/25	05	—		[illegible]
28/08/25	3	—	—	[illegible]
29/08/25	7	—	—	[illegible]
30/8/25	7	—	—	[illegible]
	60			

Bharat Petroleum

Welcomes You

SREE KASHI VISHWANATH
SY.NO-206 GENOME VALLEY ROAD
THURKAPALLY
Tel. No.:

Receipt No.: I2560
Local ID : 00439492
FIP No. : 01
Nozzle No. : 03
Product : Petrol
Density : 754.0Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.93
Amount(Rs) : 00100.00
Atot: 00820672884.39
Vtot: 00000780589.23

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 09/09/25 Time: 16:21

CST No : 36APOPP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

8

CASH / BILL

Cell : 83281 24866
75695 28202

Sri Aditya STORES

Sy. No. 215A, Thurkapally Village, Shamirpet, Medchel-Malkajgiri Dist. - 78, T. S.

Bill No. 3612 Date 11/09/25

M/s Dr. NRR BioTech pvt LTD

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1)	Goldmood	1	20	20	
2)	Cookies	2	20	40	
			TOTAL	60	

INWARD
Inward No: 1348 Dt: 11/9/25
MRN No: Dt:
Received By: Sign: B
[illegible] BIOTECH PVT LTD

Thank 'Q'

For Sri Aditya STORES

Signature

ACS=N
Agriscience

CHAI BUNK FOOD COURT

4 Tea 40

TransFARMING.

CHAI BUNK FOOD COURT

4 Tea 40

INWARD

Inward No: 1335 | Dt: 9/7/25

MRN No: | Dt:

Received By: | Sign:

DR NRK BIOTECH PVT LTD

TransFARMING

CASH BILL Mobile : 9014688795

JAI BHAVANI ELECTRICALS

asianpaints

• PAINTS • SANITARY • HARDWARE • TOOLS

Dealer's in : Asian Paints, Birla White, Maru, Anchor, Roma, Mathaji Starters Finolex wire, C.P.V.C., P.V.C., U.P.V.C. G.I Pipes & Fittings Available Here

Kolthoor Road, Turkapally, Medchal Dist. TG.

M/s. Nexopolis Date 8/9/25

S.No	PARTICULARS	QTY	RATE	AMOUNT
1	Steel	2		240
2	Ble	1		50
				290

INWARD

Inward No: 1319 Dt: 8/9/25

MRN No: Dt:

Received By: Sign:

DR NRK BIOTECH PVT LTD

	GRAND TOTAL	

Goods once sold will not be taken back or exchanged.

For JAI BHAVANI ELECTRICALS

Tax Invoice

GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY PLOT NO. 21,22,23,24,NEAR PEDDAMMA TEMPLE, TURKAPALLY,SHAMIRPET MANDAL, MEDCHAL MALKAJGIRI, HYDERABAD - 500078, T.S. GSTIN/UIN: 36BEYPC1842R1ZQ State Name : Telangana, Code : 36 E-Mail : ganeshpaints1994@gmail.com	Invoice No. **286**	Dated **12-Sep-25**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **DR NRKBIOTECH PRIVATE LIMITED** TSIIC INDUSTRIAL DEVELOPMENT AREA,SNO, 230 TO 243, TURKAPALLY, HYDERABAD GSTIN/UIN : 36AACCD2775Q1Z3 State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Buyer (Bill to) **DR NRKBIOTECH PRIVATE LIMITED** TSIIC INDUSTRIAL DEVELOPMENT AREA,SNO, 230 TO 243, TURKAPALLY, HYDERABAD GSTIN/UIN : 36AACCD2775Q1Z3 State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**XHA BLADE**	820220	**50 NOS**	10.00	NOS	**500.00**
2	**CPVC CLAMP 1"**	391723	**20 NOS**	10.00	NOS	**200.00**
3	**Anchor Bolt**	73181500	**2 NOS**	45.00	NOS	**90.00**
4	**STEEL LOCK**	830110	**2 NOS**	250.00	NOS	**500.00**
5	**SPONGE YELLOW**	392113	**1 NOS**	100.00	NOS	**100.00**
6	**TEFLONE TAPE**	392099	**10 NOS**	20.00	NOS	**200.00**
7	**ANCHOR PENTA 3 PIN TOP 16A.**	8536	**3 NOS**	90.00	NOS	**270.00**
8	**ANCHOR PENTA 3 PIN TOP 6A.**	8536	**3 NOS**	60.00	NOS	**180.00**
9	**NORTON CUTT OF WHEEL 4"**	820890	**25 NOS**	20.00	NOS	**500.00**
10	**PVC GAMPA 17"**	392310	**5 NOS**	100.00	NOS	**500.00**
11	**HAMMER DRILL BIT 10MM**	82071300	**2 NOS**	100.00	NOS	**200.00**
12	**HAMMER DRILL BIT 12MM**	8207	**2 NOS**	120.00	NOS	**240.00**
13	**CPVC REDUCER 1 1/2"x 1"**	391723	**2 NOS**	150.00	NOS	**300.00**
14	**CPVC SOCKET 1 1/2"**	391723	**4 NOS**	85.00	NOS	**340.00**
15	**CPVC ELBOW 1"**	391723	**4 NOS**	30.00	NOS	**120.00**
16	**CPVC BALL VALVE 1"**	391723	**2 NOS**	280.00	NOS	**560.00**
						4,800.00
	CGST					**432.00**
	SGST					**432.00**
	Total		**137 NOS**			**₹ 5,664.00**

INWARD

Inward No: 1360	Dt: 12/9/25
MRN No:	Dt:
Received By:	Sign:

DR NRK BIOTECH PVT LTD

Amount Chargeable (in words)

E. & O.E

INR Five Thousand Six Hundred Sixty Four Only

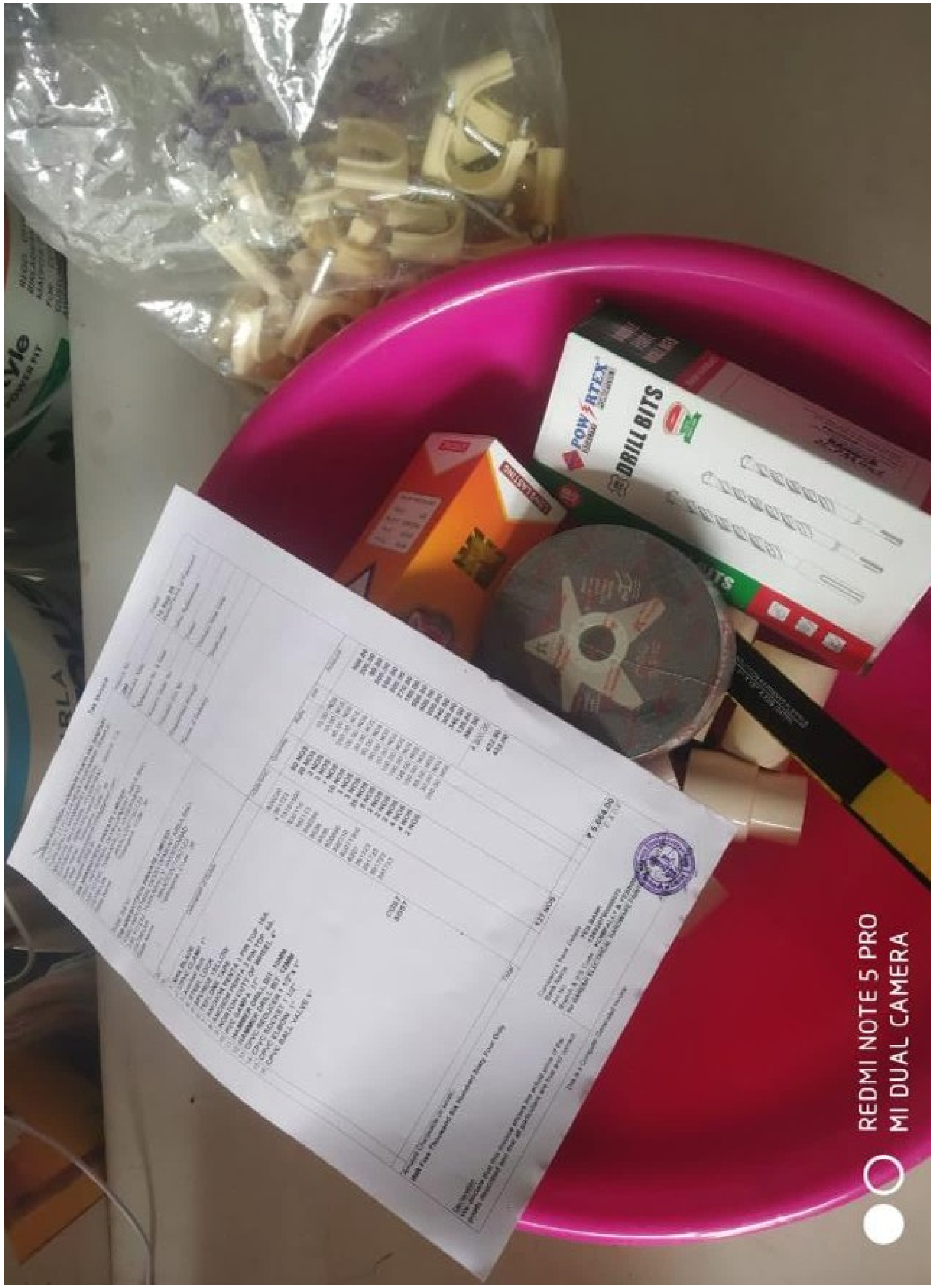
Company's Bank Details
Bank Name : **YES BANK**
A/c No. : **138920700000070**
Branch & IFS Code : **KOMPALLY & YESB000[illegible]**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY

Authorised Signatory

This is a Computer Generated Invoice


DRILL BITS
REDMI NOTE 5 PRO
MI DUAL CAMERA


BHAVANI ELECTRICALS
MADE IN INDIA
REDMI NOTE 5 PRO
MI DUAL CAMERA