Weekly - Petty cash /expense card statement.

Name	T.Madhu	Statement date	26.09.2025
prepared by	S.Shravya	Sign	
From period	20.09.2025	To period	25.09.2025

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 Global fast net for the month of September.	5074.00	Y	Y
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid fast tack for sending of scaffolding material to shenkapally (winttus scaffolding).	500.00	Y	
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Ganesh electricals for purchase of 4" PVC clamps.	108.00	Y	
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to bharat petroleum for petrol for miscellaneous works at site.	200.00	Y	
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to sri aditya stores & tea.	265.00	Y	
6.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to ganesh electrical for purchase of level pipe,cut of wheels,blade,CPVC clamp,PVS surface box,6 M plate,20 A socket,1 way switch.	6673.00	Y	Y
		Total		**12,820.00**		

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

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 Global fast net for the month of September.			
Location of work				
Period	From:	20.09.2025	To:	25.09.2025
Amount in Rs.	5074.00			
Amount in words	Five thousand and seventy 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.

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 fast tack for sending of scaffolding material to shenkapally (winttus scaffolding).		
Location of work			
Period	From: 20.09.2025		To: 25.09.2025
Amount in Rs.	500.00		
Amount in words	Five 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 Ganesh electricals for purchase of 4" PVC clamps.			
Location of work				
Period	From:	20.09.2025	To:	25.09.2025
Amount in Rs.	108.00			
Amount in words	Onr hundred and eight 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 miscellaneous works at site.		
Location of work			
Period	From: 20.09.2025	To: 25.09.2025	
Amount in Rs.	200.00		
Amount in words	Two hunderd 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 sri aditya stores & tea.			
Location of work				
Period	From:	20.09.2025	To:	25.09.2025
Amount in Rs.	265.00			
Amount in words	Two hundred and sixty five 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 electrical for purchase of level pipe,cut of wheels,blade,CPVC clamp,PVS surface box,6 M plate,20 A socket,1 way switch.			
Location of work				
Period	From:	20.09.2025	To:	25.09.2025
Amount in Rs.	6673.00			
Amount in words	Six thousand six hundred and seventy three 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.

SRI ADITYA STORES
SY.NO.215A,THURKAPALLY VILLAGE,
SHAMIRPET MANDAL-MALKAJGIRI DIST-500 078
CELL:8328124866,7569528202.

CASH/BILL

NO.128792 0 SLM- 0 24-09-25

DESCRIPTION	QTY	RATE	AMOUNT
------------------	1.00	25.00	25.00
------------------	1.00	20.00	20.00
------------------	1.00	20.00	20.00

ITM= 3 Q=3.00

CASH ₹ 65.00

THANKS FOR SHOPPING......VISIT AGAIN...

C 6 13:50:45 M/C NO 1

TEA TIME

28

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

Tea	50
Biskat	60

IN[illegible]D

Inward No: 1429	Dt: 20/9/25
MRN N:	Dt:
Received By:	Sign: B

DR [illegible] OTECH [illegible]

CHAI BUNK FOOD COURT

4
5

Tea 40 ₹

INWARD	
Inward No: 1434	Dt: 23/9/25
MRN No:	Dt:
Receives By:	Sign:
DR NRK BIOTECH PVT LTD	

CHAI BUNK FOOD COURT

Tea 50

INWARD	
Inward No: 1433	Dt: 22/9/25
MRN No:	Dt:
Received By:	Sign:
DR NRK BIOTECH PVT LTD	

CHAI BUNK FOOD COURT

Cell : 9000567191
9989040500

CASH BILL

GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY

Plot No. 21,22,23,24, Near Peddamma Temple, Turkapally,
Shamirpet Mandal, Medchal Malkajgiri Hyderabad- T.S. 500078

No.

Date : 23/9/25

M/s. Dr. NRK Biotech LTD

Sr. No.	Particulars	Qty.	Rate	Amount
1	4 Celamp P.V.C	30		108
				108
			TOTAL	108

INWARD

Inward No: 1438	Dt: 23/9/25
MRN No:	Dt:
Received By:	Sign:

DR ARK BIOTECH PVT LTD

Terms and Conditions :
Subject to Hyderabad Jurisdiction.
Goods once sold cannot be taken back or exchanged.

For Ganesh Electrical Hardware Paints and Sanitary

Authorised Signatory

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. 308	Dated 25-Sep-25
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Dispatch Doc No. 308	Delivery Note Date
Dispatched through Self	Destination Turkapally
Bill of Lading/LR-RR No. dt. 25-Sep-25	Motor Vehicle No. Ts36e4322
Terms of Delivery	

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 (Bill to)
DR NRKBIOTECH PRIVATE LIMITED
TSIIC INDUSTRIAL DEVELOPMENT AREA,SNO,
230 TO 243, TURKAPALLY, HYDERABAD
GSTIN/UIN : 36AACCD2775Q1Z3
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**LEVEL PIPE 6MM**	391722	**15 MTR**	10.00	MTR	**150.00**
2	**NORTON CUTT OF WHEEL 4"**	820890	**50 NOS**	20.00	NOS	**1,000.00**
3	**NORTON WALL BLADE 5"**	820890	**4 NOS**	150.00	NOS	**600.00**
4	**ANCHOR PENTA 3 PIN TOP 16A.**	8536	**3 NOS**	100.00	NOS	**300.00**
5	**ANCHOR PENTA 3 PIN TOP 6A.**	8536	**3 NOS**	70.00	NOS	**210.00**
6	**CPVC CLAMP 1"**	391723	**100 NOS**	8.00	NOS	**800.00**
7	**PVC SURFACE BOX 6M.**	853890	**3 NOS**	100.00	NOS	**300.00**
8	**ANCHOR ROMA PLATE 6M.**	853810	**3 NOS**	155.00	NOS	**465.00**
9	**ANCHOR ROMA SOCKET 20A.**	853669	**6 NOS**	185.00	NOS	**1,110.00**
10	**ANCHOR ROMA SWITCH 1 WAY 20A.**	853610	**6 NOS**	120.00	NOS	**720.00**
						5,655.00
	CGST					**508.95**
	SGST					**508.95**
	ROUND OFF					**0.10**
	Total					**₹ 6,673.00**

INWARD
Inward No: 1458 Dt: 25/9/25
MRN No: Dt:
Received By: Sign: B
DR NRK BIOTECH PVT LTD

Amount Chargeable (in words) *E. & O.E*
INR Six Thousand Six Hundred Seventy Three 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

Tax Invoice
(Tax Analysis)

voice No. **308** Dated **25-Sep-25**

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

Party : **DR NRKBIOTECH PRIVATE LIMITED**
TSIIC INDUSTRIAL DEVELOPMENT AREA,SNO,
230 TO 243, TURKAPALLY, HYDERABAD
GSTIN/UIN : 36AACCD2775Q1Z3
State Name : Telangana, Code : 36

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
391722	150.00	9%	13.50	9%	13.50	27.00
820890	1,600.00	9%	144.00	9%	144.00	288.00
8536	510.00	9%	45.90	9%	45.90	91.80
391723	800.00	9%	72.00	9%	72.00	144.00
853890	300.00	9%	27.00	9%	27.00	54.00
853810	465.00	9%	41.85	9%	41.85	83.70
853669	1,110.00	9%	99.90	9%	99.90	199.80
853610	720.00	9%	64.80	9%	64.80	129.60
Total	**5,655.00**		**508.95**		**508.95**	**1,017.90**

Tax Amount (in words) : **INR One Thousand Seventeen and Ninety paise Only**

for GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY

Authorised Signatory

FASTag Recharge successful

10:54 AM on 25 Sep 2025

FASTag Recharge for

IndusInd Bank FASTag **₹500**

TS10UB8387

Bill Details

Customer Name : MADDEVOENOLLU

Payment details

Transaction ID

NB2509251054465824394773 2

Bharat Connect Transaction ID

PP015268BB5RP0UBF178

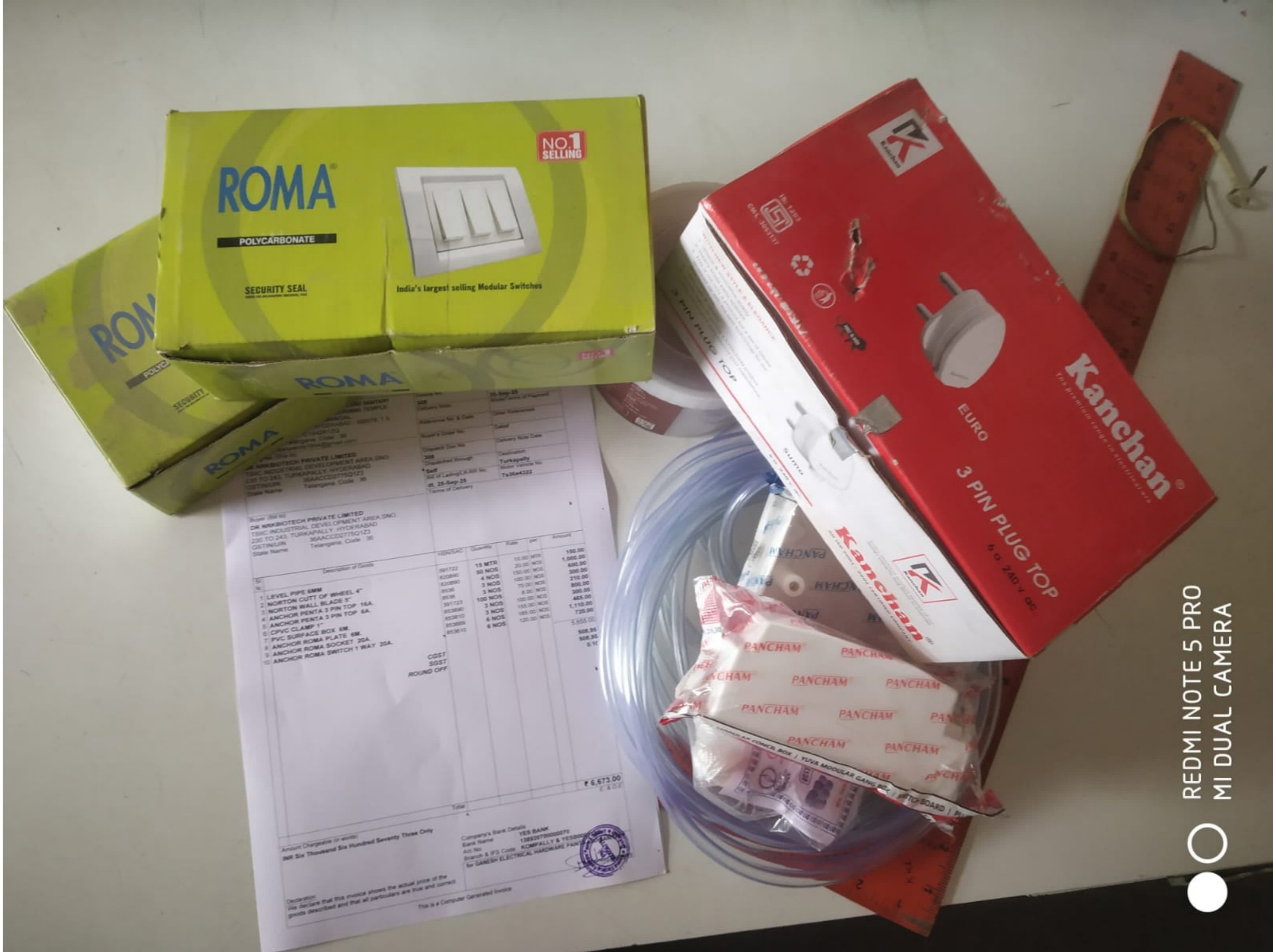
Debited from

XXXXXX0521 ₹500

UTR: 871256637160

Powered by

UPI AXIS BANK



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

Dispatched through: Self
Destination: Turkapally
Motor Vehicle No: Ts36a4322
dt. 25-Sep-25

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	LEVEL PIPE 6MM	391722	15 MTR	10.00	MTR	150.00
2	NORTON CUTT OF WHEEL 4"	820890	50 NOS	20.00	NOS	1,000.00
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4	ANCHOR PENTA 3 PIN TOP 16A.	8536	3 NOS	100.00	NOS	300.00
5	ANCHOR PENTA 3 PIN TOP 6A.	8536	3 NOS	70.00	NOS	210.00
6	CPVC CLAMP 1"	391723	100 NOS	8.00	NOS	800.00
7	PVC SURFACE BOX 6M.	853690	3 NOS	100.00	NOS	300.00
8	ANCHOR ROMA PLATE 6M.	853810	3 NOS	155.00	NOS	465.00
9	ANCHOR ROMA SOCKET 20A.	853669	6 NOS	185.00	NOS	1,110.00
10	ANCHOR ROMA SWITCH 1 WAY 20A.	853610	6 NOS	120.00	NOS	720.00
						5,655.00
	CGST					508.95
	SGST					508.95
	ROUND OFF					0.10
	Total					₹ 6,673.00

Amount Chargeable (in words)
INR Six Thousand Six Hundred Seventy Three Only

Company's Bank Details
Bank Name: YES BANK
A/c No.: 138920700000070
Branch & IFS Code: KOMPALLY & YESB000
for GANESH ELECTRICAL HARDWARE PAINTS

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

This is a Computer Generated Invoice