Weekly - Petty cash /expense card statement.

Name	T.Madhu	Statement date	04.10.2025
prepared by	S.Shravya	Sign	S.Shravya
From period	26.09.2025	To period	02.10.2025

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 Ganesh electricals for purchase of CPVC clamps,PVC flexible pipe,CPVC Tee,reducer,drill bit,cutting blade.	5652.00	Y	Y
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to bharath petroleum and for tea.	140.00	Y	
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards advance payment for DCM for sending scrap at site.	6000.00	Y	
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis			Y	
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis			Y	Y
		Total		**11,792.00**		

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: 04/10				

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 Ganesh electricals for purchase of CPVC clamps,PVC flexible pipe,CPVC Tee,reducer,drill bit,cutting blade.		
Location of work			
Period	From: 26.09.25	To: 02.10.2025	
Amount in Rs.	5652.00		
Amount in words	Five thousand six hundred and fifty two 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 bharath petroleum and for tea.				
Location of work					
Period	From:	26.09.25		To:	02.10.2025
Amount in Rs.	140.00				
Amount in words	One forty 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 advance payment for DCM for sending scrap at site.			
Location of work				
Period	From:	26.09.25	To:	02.10.2025
Amount in Rs.	6000.00			
Amount in words	Six thousand 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.

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. **317**	Dated **30-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. **317**	Delivery Note Date
	Dispatched through **Self**	Destination **Turkapally**
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	**CPVC CLAMP 1"**	391723	**100 NOS**	8.00	NOS	**800.00**
2	**PVC FLEXIBLE PIPE 25MM**	39173100	**2 NOS**	280.00	NOS	**560.00**
3	**CPVC TEE 1 1/4"**	391723	**1 NOS**	180.00	NOS	**180.00**
4	**CPVC REDUCER 1 1/2"x 1 1/4"**	391723	**1 NOS**	120.00	NOS	**120.00**
5	**MEASURING TAPE 5MTR**	901780	**2 NOS**	100.00	NOS	**200.00**
6	**HAMMER DRILL BIT 8MM**	8207	**1 NOS**	85.00	NOS	**85.00**
7	**PVC GAMPA 17"**	392310	**5 NOS**	100.00	NOS	**500.00**
8	**NORTON CUTT OF WHEEL 4"**	820890	**25 NOS**	20.00	NOS	**500.00**
9	**NORTON WALL BLADE 5"**	820890	**3 NOS**	150.00	NOS	**450.00**
10	**ANCHOR ROMA SWITCH 1 WAY 20A.**	853610	**3 NOS**	120.00	NOS	**360.00**
11	**LAPPAM PATTI 10"**	820510	**5 NOS**	60.00	NOS	**300.00**
12	**HAMMER DRILL BIT 6MM**	8207	**1 NOS**	60.00	NOS	**60.00**
13	**HAMMER DRILL BIT 12MM**	8207	**1 NOS**	120.00	NOS	**120.00**
14	**ANCHOR ROMA SOCKET 20A.**	853669	**3 NOS**	185.00	NOS	**555.00**
						4,790.00
	CGST					**431.10**
	SGST					**431.10**
	Less : ***ROUND OFF***					**(-)0.20**
	Total		**153 NOS**			**₹ 5,652.00**

INWARD
Inward No: 1491 Dt: 03/10/25
MRN No: Dt:
Received By: Sign: B
DR NRK BIOTECH P...

E. & O.E

Amount Chargeable (in words)
INR Five Thousand Six Hundred Fifty Two Only

Company's Bank Details
Bank Name : YES BANK
A/c No. : 138920700000070
Branch & IFS Code : KOMPALLY & YESB0001389

for GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY

Authorised Signatory

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

Bharat Petroleum

Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No. : 19427
Local ID : 00549539
FIP No. : 02
Nozzle No. : 04
Product : Petrol
Density : 754.0Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00001.02
Amount(Rs) : 00110.00
Atot: 01160448461.50
Vtot: 00010099593.52

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 30/09/25 Time: 13:23

CST No : 36AP0PP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again..

Dt: 30/9/2025

TEA TIME 30

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

30=00

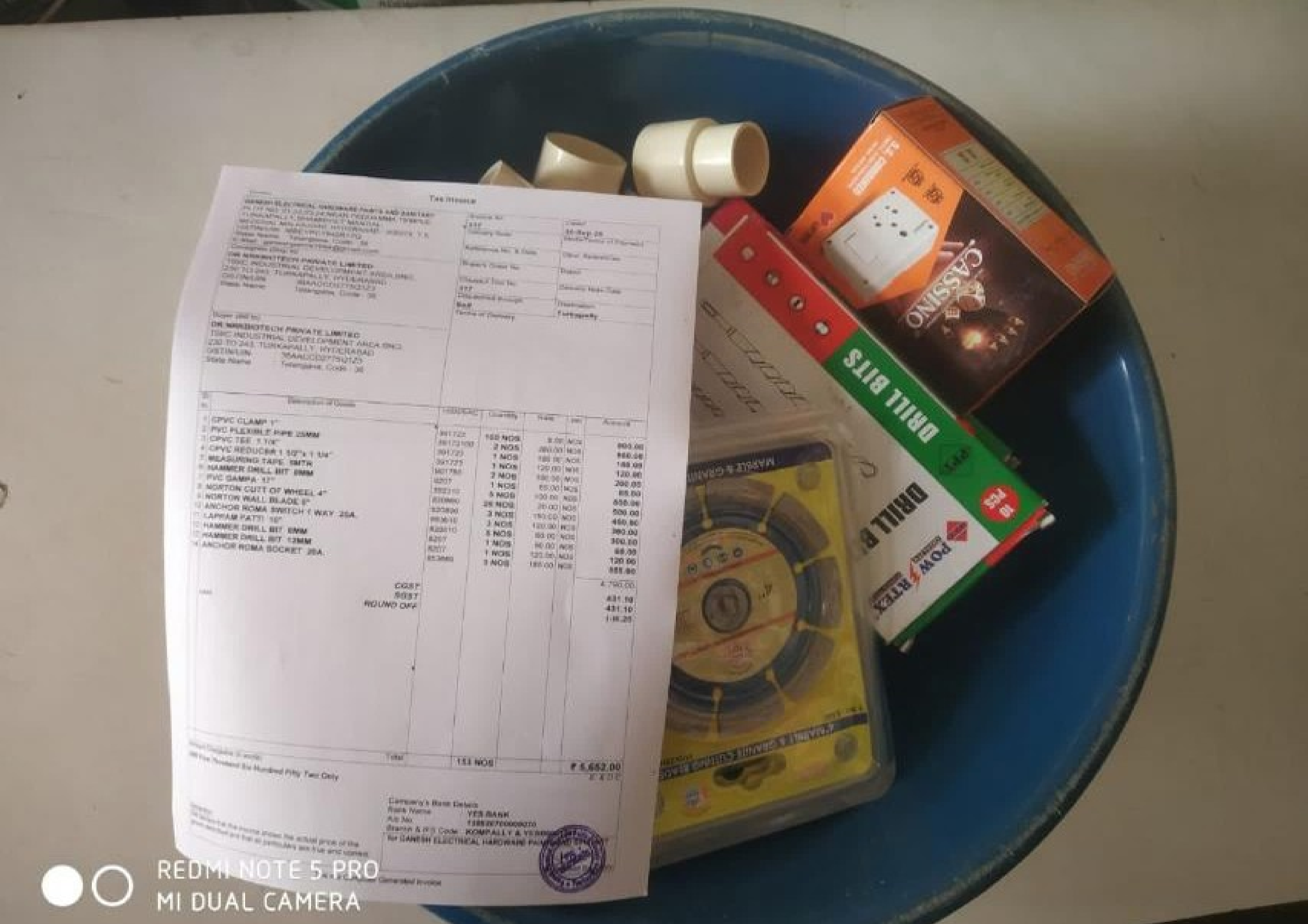
TEA 3·NOS.

INWARD	
Inward No: 1490	Dt: 03/10/25
MRN No:	Dt:
Received By:	Sign:
DR NRK BIOTECH PVT LTD	

R.S

30=00

P.B.Reddy



Tax Invoice

GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY

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

Invoice No.	Dated
117	30-Sep-20
Dispatched through	Destination
Self	Turkapally

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
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3	CPVC TEE 1 1/4"	391723	1 NOS	180.00	NOS	180.00
4	CPVC REDUCER 1 1/2"x 1 1/4"	[illegible]	1 NOS	120.00	NOS	120.00
5	MEASURING TAPE 5MTR	[illegible]	2 NOS	100.00	NOS	200.00
6	HAMMER DRILL BIT 8MM	8207	1 NOS	65.00	NOS	65.00
7	PVC GAMPA 12"	[illegible]	5 NOS	100.00	NOS	500.00
8	NORTON CUTT OF WHEEL 4"	[illegible]	25 NOS	20.00	NOS	500.00
9	NORTON WALL BLADE 5"	[illegible]	3 NOS	150.00	NOS	450.00
10	ANCHOR ROMA SWITCH 1 WAY 20A.	853610	3 NOS	120.00	NOS	360.00
11	LAPPAM PATTI 10"	[illegible]	5 NOS	60.00	NOS	300.00
12	HAMMER DRILL BIT 6MM	8207	1 NOS	65.00	NOS	65.00
13	HAMMER DRILL BIT 12MM	8207	1 NOS	120.00	NOS	120.00
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						4,790.00
	CGST					431.10
	SGST					431.10
	ROUND OFF					(-)0.20
	Total		153 NOS			₹ 5,652.00

Amount Chargeable (in words)
INR Five Thousand Six Hundred Fifty Two Only

E. & O.E

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

for GANESH ELECTRICAL HARDWARE PA[illegible]

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