

Weekly - Petty cash /expense card statement.

Name	S.Shravya	Statement date	21.11.2025			
prepared by	S.Shravya	Sign				
From period	13.11.2025	To period	20.11.2025			
SI No	Debit 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 electrical for purchase of 50mm pvc pipe,50x45mm bend,GI balve valve,nipple,sponges,wheel,araldite as per inward no-1711,1709.	1680.00	Y	
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to thirumala repairing center for purchase of granite cutting wheel.	120.00	Y	
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis			Y	
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis			Y	
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis			Y	
	Total		1800.00			
Amount to be credited by	<input type="checkbox"/> Transfer to Happy card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> 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	S.Shravya		
Towards/description of work	Towards amount paid to ganesh electrical for purchase of 50mm pvc pipe,50x45mm bend,GI balve valve,nipple.sponges,wheel,araldite as per inward no-1711,1709.		
Location of work			
Period	From: 13.11.25	To: 20.11.25	
Amount in Rs.	1680.00		
Amount in words	One thousand six hundred and eighty only.		
Moe 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	Nexropolis		
Voucher no.			
Account head			
Credit to	S.Shravya		
Towards/description of work	Towards amount paid to thirumala repairing center for purchase of granite cutting wheel.		
Location of work			
Period	From: 13.11.25	To: 20.11.25	
Amount in Rs.	120.00		
Amount in words	One hundred and twenty only.		
Moe 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 : 9000567191
9989040500
~~WESDAY~~

CASH BILL 99888
GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY
Temple, Turkapally,

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

abad- T.S. 500078
Date : 17/11/25

No.

M/s

Dr. PEC Biofeda

Terms and Conditions

Subject to Hyderabad Jurisdiction.

Goods once sold cannot be taken back or exchanged.

For General Electrical Hardware, Paints and Sanitary

Authorised Signatory

CASH BILL

Cell : 9000567191
9989040500

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 : 11/11/23

Ms.

Dr. NPK Biotech Pvt. Ltd. Date

Terms and Conditions

Subject to Hyderabad Jurisdiction.

Goods once sold cannot be taken back or exchanged.

For General Electrical Hardware Paints and Sanitary

Authorised Signatory

CASH BILL

Cell : 9572336649



THIRUMALA REPAIRING CENTER

SPL., MACHINE REPAIRING CENTER

HITACHI
POWER TOOLS

KPT
POWER TOOLS



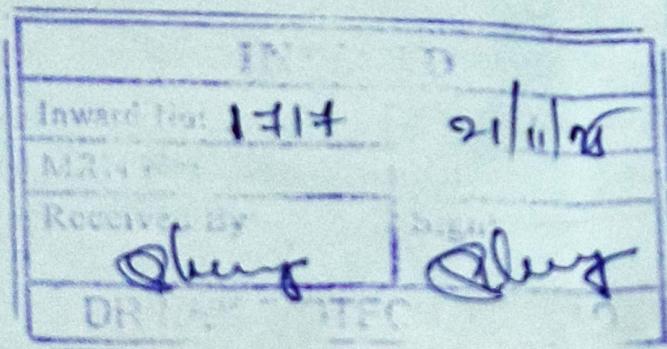
BOSCH

Opp. Balaji Function Hall, Main Road, Thurkapally, Shamirpet Mndl, Medchal Dist. T.S.
No. 573

Date : 21/11/2015

M/s : D.R.P.R. Bio Tech Pvt LTD

SI. No.	PARTICULARS	Qty.	Rate	AMOUNT
1	ARC Oxy Acet.	1	120/-	120/-



Goods once sold will not be taken back.

For THIRUMALA REPAIRING CENTER


Signature

Particulars	Debit	Credit	Rate/Amount
① Sbm	=	6	60
② 17 wheel	=	1	20
③ Ford 412	=	1	90
			1090

1080

John W. Coddington
1990



CASH BILL

Cell: 900056719
9989040500

CASH BILL Cell : 90005671
GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY 99890405
Plot No. 21,22,23,24, Near Peddamma Temple, Turkanpet,
Shamirpet Mandal, Medchal Malkajgiri H唯. 2.

Cell : 90005
99890
Plot No. 21,22,23,24, Near Pedamma Temple, Turkapally,
Shamirpet Mandal, Medchal Malkajgiri Hyderabad-T.S. 500078

Date: 7/11/25

TERMS AND CONDITIONS
Subject to Hyderabad Jurisdiction.
Goods once sold cannot be taken back or exchanged.

