
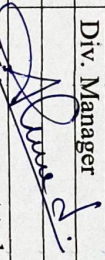


Weekly - Petty cash /expense card statement.

Name		S. Shravya		Statement date		21.11.2025	
prepared by		S. Shravya		Sign			
From period		13.11.2025		To period		20.11.2025	
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 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 Happay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c.		
Approved by:	Div. Manager	Accountant	Accounts Manager
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 receipt 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	Nextopolis		
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

GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY

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

Date : 17/11/25

No.

M/s.

Dr. P. R. B. B. B. B.

Sr. No.	Particulars	Qty.	Rate	Amount
①	50 Pipe 10 FTT	1		190
	50 x 15 Bow	2		70
	50 Colan	2		20
	1/2 TIN S.I	1		85
	1/2 B.V G.I	1		165
	1/2 x 4 NIPPA	1		50
	3/4 Colan Hook	1		20
TOTAL				600

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

CASH BILLCell : 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 : 15/11/25

M/s.

Dr. NRK Biotech Pvt Ltd

Sr. No.	Particulars	Qty.	Rate	Amount
①	Sporn =	6		60
②	3" wheel =	1		70
③	Rond size =	1		950
				1080
TOTAL				1080

1709

15/11/25

B

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Goods once sold cannot be taken back or exchanged.

For Ganesh Electrical Hardware Paints and Sanitary

Authorized 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 : **21/11/05**M/s : **D.R. PRE BIOTECH PVT LTD**

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT
①	AFC 0000000000	1	120/-	120 120/-
<div><div>INWARD</div><div>Inward No: 1714 21/11/05</div><div>M.A. No:</div><div>Received By: <u>Shree</u> <u>Shree</u></div><div>DR. No: MTEC</div></div>		TOTAL		120/-

Goods once sold will not be taken back.

For THIRUMALA REPAIRING CENTER

Signature

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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

Cell : 9000567191
9989040500

No.

M/s.

Date: 17/11/25

Sr.
No.

Particulars

Qty.

Rate

Amount

① 50 Pipe

10 FTT

1

190

50x45 Box

2

40

50 Galan

1/2 TIN 3.I

2

20

1/2 B.V 6.I

1

85

1/4 NIPU

1

165

1/2 Galan H.R

1

50

20

TOTAL

600

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

