

Weekly - Petty cash /expense card statement.

Name	S.Shravya	Statement date	27.11.2025			
prepared by	S.Shravya	Sign				
From period	20.11.2025	To period	26.11.2025			
SINo	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 shree dhanlaxmi for purchase of acid,double tape,lizo.	260.00	Y	
2.	Dr.Nrk bio	Nextopolis	Towards amount paid to Ganesh electricals for purchase of araldite.	1050.00	Y	
3.	Dr.Nrk bio	Nextopolis	Towards amount paid to ramdev electricals nut bolts and 4" cutting blade.	404.00	Y	
4.	Dr.Nrk bio	Nextopolis	Towards amount paid to mallikarjuna rice traders for purchase of scrub and fevistick.	105.00	Y	
5.	Dr.Nrk bio	Nextopolis				
	tech Pvt ltd					
		Total		1819.00		
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.			
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 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	Nexropolis		
Voucher no.			
Account head			
Credit to	S.Shravya		
Towards/description of work	Towards amount paid to shree dhanlaxmi for purchase of acid,double tape,lizol.		
Location of work			
Period	From: 20.11.25	To: 26.11.25	
Amount in Rs.	260.00		
Amount in words	Two hundred and sixty 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 Ganesh electricals for purchase of araldite.		
Location of work			
Period	From: 20.11.25	To: 26.11.25	
Amount in Rs.	1050.00		
Amount in words	One thousand and fifty 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 ramdev electricals nut bolts and 4" cutting blade.		
Location of work			
Period	From: 20.11.25	To: 26.11.25	
Amount in Rs.	404.00		
Amount in words	Four hundred and four 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 mallikarjuna rice traders for purchase of scrub and fevistick.		
Location of work			
Period	From: 20.11.25	To: 26.11.25	
Amount in Rs.	105.000		
Amount in words	One hundred and five 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.

GSTIN No. 36BISPS1067E2ZW CASH / CREDIT BILL
Cell : 9963255247
9490937261

RAMDEV ELECTRICALS

No. 3295 Sy. No. 221, Thurkappally (V),
Shameerpet (M), Medchal (Dist.), Telangana - 500 078.

Ms. D.Y. N.Y.K. Biotech rut. Ltd. Date 27/11/2025

Address.....

Phone.....

GSTIN No. 36AACCD277581Z3

S.No.	Particulars	HSN Code	Qty	Rate	Amount
	nut bold locking	1.313	5	243	100



TOTAL	343
CGST %	30.8
SGST %	30.8
IGST %	-

9.1

9.1

9.1

9.1

ant

GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY
Plot No. 21, 22, 23, 24, Near Peddamma Temple, Turkaaly,
Shamirpet, Mahabali, Medchal Mandal, Hyderabad-T.S. 500078

Date 9/11/11 by John Doe

2

Sl. No	Particulars	Qty.	Rate	Amount
①	Arabs	Ykg		100

Eunice 42, 76

950
60.
1010



GST No. 36EHPK5610E12B
Cell: 9110647598
CASH BILL
8106206982
SHREE DHANLAXMI SANITARY & TILES
Wholesale & Retail

Dealers in: All Reputed Brands of Sanitary & Electrical Goods
S.No. 4-80, South Part, Near Balaji Function Hall,
Vill. Turkapally, Mdl. Shimirpet, Dist. T.S. - 500101

No.

Date: 25/11/17

Sl.No	NAME	PARTICULARS	Qty.	Rate	AMOUNT
1	Ariel		1	—	40
2	litchi		1	—	70
3	top		1	—	150
					260