

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	
Sl No	Debit company to	Debit project to	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,lizol.	260.00	Y		
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Ganesh electricals for purchase of araldite.	1050.00	Y		
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to ramdev electricals nut bolts and 4" cutting blade.	404.00	Y		
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to mallikarjuna rice traders for purchase of scrub and fevistick.	105.00	Y		
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis			Y		
Total				1819.00			

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:	<i>[Signature]</i>		
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 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	Nextopolis			
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	Nextopolis			
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	Nextopolis			
Voucher no.				
Account head				
Credit to	S.Shravya			
Towards/description of work	Towards amount paid to mallikarjuna rice traders for purchase of scrub and fevystick.			
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.



GSTNo.36BISPS1067E2ZW

CASH / CREDIT BILL

Cell : 9963255247
9490937261

RAMDEV ELECTRICALS

No. 3295

Sv. No. 221, Thurkapally (V).

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

M/s Dr. Nrk Biotech Pvt. Ltd. Date. 27/11/2025

Address:

Phone:

GSTIN No. 36AACCD27758123

[illegible]



CASH
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 27/11/23

Sl. No.	Particulars	Qty	Rate	Amount
1	Disinfectant	42kg		950
Total				950
Per kg rate				22.62



GST No. 36EHPPK5610E12B CASH BILL Cell: 9110647598
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, Md. Shimirpet, Dist T.S - 500101

No.

Date 25/11/15

Name

Sl.No.

PARTICULARS

Qty.

Rate

AMOUNT

①

Acid.

1

—

40

②

lichen

1

—

70

③

type

1

—

150

—

260