

Weekly - Petty cash /expense card statement.

Name		S.Shravya		Statement date		04.12.2025		
prepared by		S.Shravya		Sign				
From period		27.11.2025		To period		03.12.2025		
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 payment for ganesh electricals for purchase of Iuppum patti,			70/-	Y	
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards payment for Global Fast Net for the month of september,october,november.			7611/-	Y	Y
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis						
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis						
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis						
Total						7681/-		
Amount to be credited by				<input type="checkbox"/> Transfer to Hapday 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:		27/11/2025						

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 payment for ganesh electricals for purchase of luppum patti.			
Location of work				
Period	From:	27.11.25	To:	03.12.25
Amount in Rs.	70/-			
Amount in words	Seventy rupees 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 payment for Globel Fast Net for the month of september,october,november.		
Location of work			
Period	From:	27.11.25	To: 03.12.25
Amount in Rs.	7611/-		
Amount in words	Seven thousand six hundred and eleven 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.

TAX INVOICE

ORIGINAL FOR RECIPIENT

GLOBAL FAST NET

GSTIN: 36AAPFG4458H1Z0

PAN: AAPFG4458H

Prajay Waterfront, Thurka pally, Genomevalley , Shamirpet, Medchel
Hyderabad, TELANGANA, 500078
Mobile: +91 9848375395, 9848241869
Email: globalfastnet55@gmail.com

Invoice #:

GFN/25-26/693

Invoice Date:

03 Dec 2025

Place of Supply:

36-TELANGANA

Customer Details:

DR NRKBIOTECH PRIVATE LIMITED

GSTIN: 36AACCD2775Q1Z3

Billing Address:

TSIIC Industrial Development Area, Plot no.11,, Sno.230 to 243
Turkapally, Hyderabad
Medchal Malkajgiri, TELANGANA, 500078

#	Discription	Mbps	HSN/SAC	Rate / Item	Taxable Value	Tax Amount	Amount
1	Internet Service Charges Sep, Oct & Nov 25	10	998422	6,450.00	6,450.00	1,161.00 (18%)	7,611.00

Taxable Amount ₹6,450.00

CGST 9.0% ₹580.50

SGST 9.0% ₹580.50

Total ₹7,611.00

Total amount (in words): INR Seven Thousand, Six Hundred And Eleven Rupees Only.

HSN/SAC	Taxable Value	Central Tax		State/UT Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
998422	6450.00	9%	580.50	9%	580.50	1161.00
TOTAL	6,450.00		580.50		580.50	1161.00

Amount Payable: ₹7,611.00

Bank Details:

Bank: HDFC
Account #: 50200080094062
IFSC Code: HDFC0004231
Branch: Genome Valley

Pay using UPI:



For GLOBAL FAST NET



Authorized Signatory

Notes:

Invoice Raised For Sep, Oct & Nov 25

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 :

4/12/25

M/s.

Dr. PPK Boitech Pvt Ltd

Sr.
No.

Particulars

Qty.

Rate

Amount

① vegu chia
bottom Pan

1
2

50
20

70

INWARD

Inward No: 1743

4/12/25

MRP No:

Received By:

Shraung

Sign:

Shraung

TOTAL

Terms and Conditions :
Subject to Hyderabad Jurisdiction.
Goods once sold cannot be taken back or exchanged.

For Ganesh Elektrai 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 Malkajiri Hyderabad- T.S. 500078.

ON

Date: 9/12/25

WIS

Sl No	Particulars	Qty	Rate	Amount
①	vege chie kalam for	1		50
		2		20
				70

