

Weekly - Petty cash /expense card statement:

Name	S.Shravya	Statement date	18.12.2025
prepared by	S.Shravya	Sign	
From period	11.12.2025	To period	17.12.2025
SI No	Debit to company	Debit to project	Description of expenses
1.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to shree dhanlaxmi sanitary for purchase of thinner,turpentine oil,yellow primer.
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to ganesha electricals for purchase of PVC pipe,elbow,clamps,6mm bit.
3.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Shree laxmi for purchase of screw drivers,fishers,bit,screws,washers of inwards no-1761,1760.
4.	Dr.Nrk bio tech Pvt ltd	Nextopolis	
5.	Dr.Nrk bio tech Pvt ltd	Nextopolis	
		Total	1903.00
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:	<input checked="" type="checkbox"/> Other:		
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 sanitary for purchase of thinner,turpentine oil,yellow primer.		
Location of work			
Period	From: 11.12.2025	To: 17.12.2025	
Amount in Rs.	430.00		
Amount in words	Four hundred and thirty only.		
Moe of payment	Cheque/trf no.	Date	Bank
Prepared by S.Shravya	Approved by	Receivers name	Receivers signature

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 50mm PVC pipe,elbow,clamps,6mm bit.		
Location of work			
Period	From: 11.12.2025	To: 17.12.2025	
Amount in Rs.	321.00		
Amount in words	Three hundred and twenty one 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 Shree laxmi for purchase of screw drivers,fishers,bit,screws,washers of inwards no-1761,1760.		
Location of work			
Period	From: 11.12.2025	To: 17.12.2025	
Amount in Rs.	1152.00		
Amount in words	One thousand one hundred and fifty two 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.

GST No. 36EHPPK5610E1ZB

CASH BILL

Cell 9110647598

8106206982

SHREE DHANLAXMI SANITARY & TILES

Wholesale & Retail

Dealers in: All Reputed Brands of Sanitary & Electrical Goods

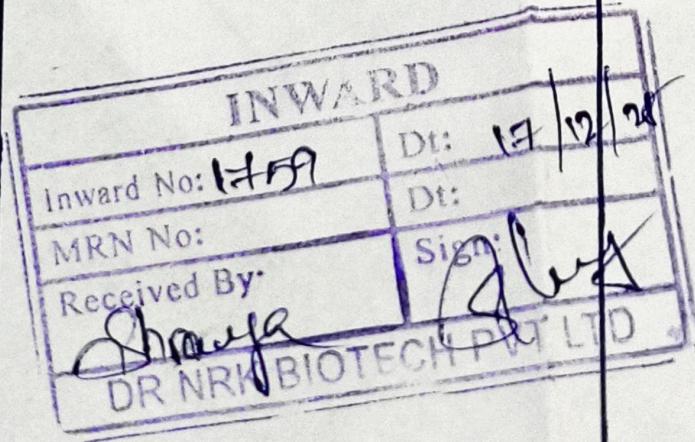
S.No.:4-80, South Part, Near Balaji Function Hall,
Vill. Turkapally, Mdl Shimirpet, Dist T.S - 500101

No.

Date 17/12/22

Name... DR. NRK Biotech PVT LTD

SI.No.	PARTICULARS	Qty.	Rate	AMOUNT
1	One Ltr -	1	-	90
2	— 400/Permltr	1	-	290
3	Per Ltr	1	-	50
				430/-



Thanking you! Please Visit Again !!

TOTAL

For SHREE DHANLAXMI SANITARY & TILES

Receiver's Signature

Signature

CASH BILL

Cell : 9000567191

9989040500

GANESH ELECTRICAL HARDWARE PAINTS AND SANITARYPlot No. 21,22,23,24, Near Peddamma Temple, Turkapally,
Shamirpet Mandal, Medchal Malkajgiri Hyderabad- T.S. 500078

No.

Date : 16/12/25

M/s.

Dr. NRP Bio Tech pvt LTD

Sr. No.	Particulars	Qty.	Rate	Amount
①	SOM Pipe	1	150	
②	SOM & Elbow	1	35	
③	SOM 45	1	35	
④	Scot Plug	1	15	
⑤	Calomph	2	26	
⑥	6m B12	1	50	
		= 1		

INWARD		
Inward No:	175#	Dt:
MRN No:		Dt:
Received By:	Sign:	TOTAL

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

GST INVOICE

SHREE LAXMI

Cell : 9966008355
7093278557

STREETSIDE GLASS GLASS, PLYWOOD & HARDWARE

Door, Plywood, Hardware & Glass Fitting

H.No.2-106, Main Road, Thurkapally, Shamirpet Mndl., Medchal Dist., T.S.

Date : 18/12/25

No.

106

M

106
Dr. NPK Biotech pvt

...G.I.D...

GSTIN: 36BUSPS8671N1ZA

CGST@.....%

Amount in words :

SGST@.....%

GRAND TOTAL

Terms & Conditions :

1. Subject to Hyderabad Jurisdiction.
2. Goods once sold will not be taken back or exchanged.

For SHREE LAXMI

GST INVOICE

SHREE LAXMI

**Cell : 9966008355
7093278557**

GLASS, PLYWOOD & HARDWARE

DOOR, PLYWOOD & HARDWARE

Door, Plywood, Hardware & Glass Fitting

H.No.2-106, Main Road, Thurkapally, Shamirpet Mndl., Medchal Dist., T.S.

No. 107

Date :...../...../.....

M/s..... DR. NRK BioTech

DVT LTP

18/12/25

GSTIN: 36BUSPS8671N1ZA

2008 86

Amount in words :

SGST@.....%

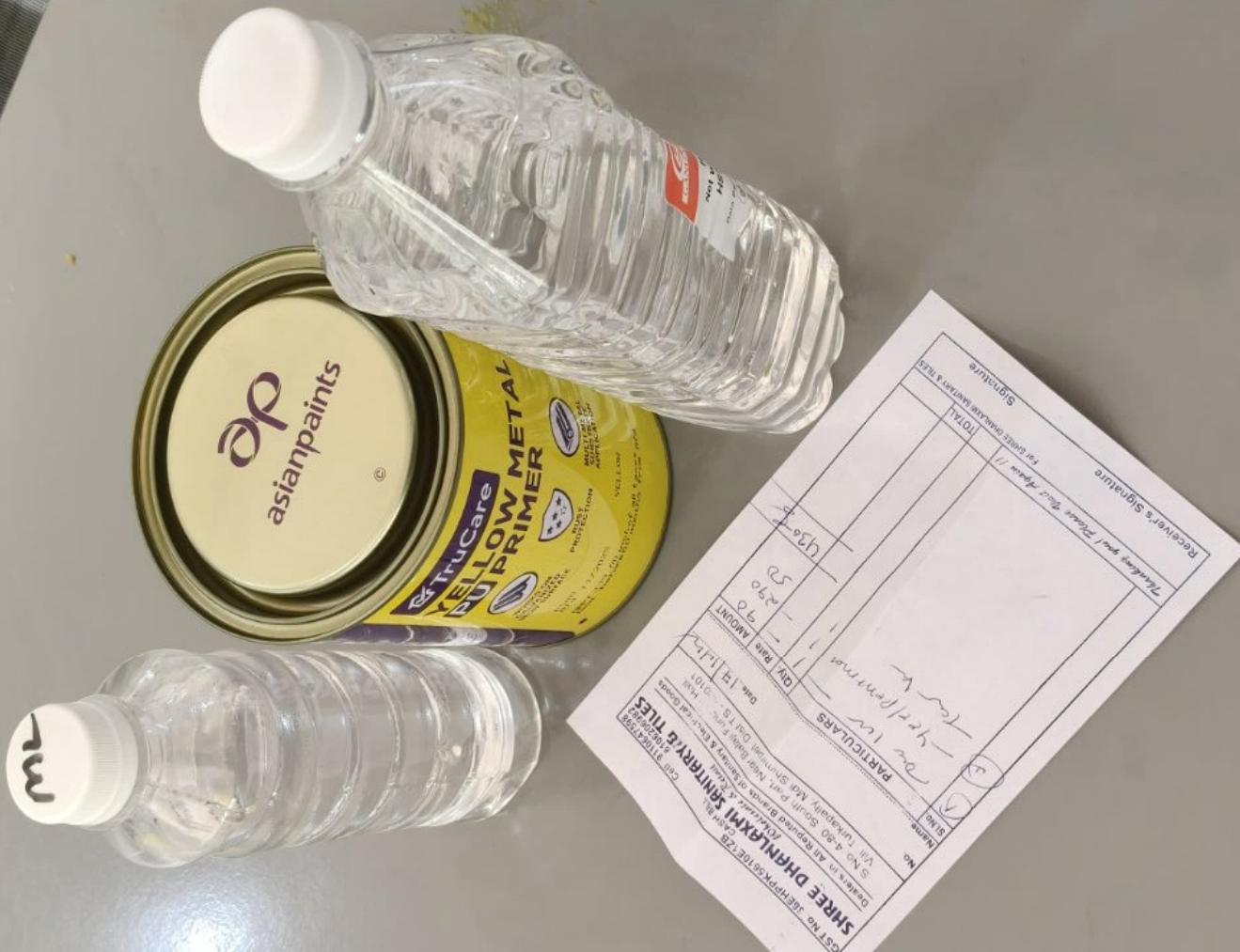
For SHREE LAXMI

Terms & Conditions :

Conditions :

1. Subject to Hyderabad Jurisdiction.
2. Goods once sold will not be taken back or exchanged.





GST INVOICE		SHREE LAXMI		Cell : 9966008355
		GLASS, PLYWOOD & HARDWARE		7093278557
		Door, Plywood, Hardware & Glass Fitting		
		H.No.2-106, Main Road, Thukkapally, Shamirpet Mndi., Medchal Dist, T.S.		
				Date : 18/12/23
No.	107	HSN Code	QTY.	AMOUNT
M/s.			10	50
Sl. No.	PARTICULARS			50
	P.K.C 6 mm SPC 1/2 a she			
				TOTAL 100/-
				CGST@.....% —
				SGST@.....% —
				GRAND TOTAL 100/-
GSTIN: 36BUSP8671N1ZA				
Amount in words : —				
Terms & Conditions : 1. Subject to Hyderabad Jurisdiction 2. Goods once sold will not be taken back or exchanged				
For SHREE LAXMI				

