


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	

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 shree dhanlaxmi sanitary for purchase of thinner,turpentine oil,yellow primer.	430.00	Y	
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to ganesh electricals for purchase of 50mm PVC pipe,elbow,clamps,6mm bit.	321.00	Y	
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.	1152.00	Y	
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 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
Sign:	Accountant
Date:	Accounts Manager
	MD

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 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	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 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	Nextopolis		
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

Sl.No.

PARTICULARS

Qty.

Rate

AMOUNT

①

Dr 1w

1

—

90

②

— 400/pentma

1

—

290

— 1w

1

—

50

430

INWARD	
Inward No: 1759	Dt: 17/12/22
MRN No:	Dt:
Received By: Shauja	Sign: [Signature]
DR NRK BIOTECH PVT LTD	

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 SANITARY

Plot 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. NRE Bio Tech Pvt Ltd

Sr.

No.

Particulars

Qty.

Rate

Amount

①	50m Pipe	1		150
②	50 x Elbow	1		35
③	50 x 45	1		35
④	Seal Plug	1		15
⑤	Ce Lamp	3		36
⑥	6m B2	1		50

321

INWARD	
Inward No: 1754	Dt: 16/12/25
MRN No:	Dt:
Received By: Shraya	Sign: [Signature]

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 LAXMICell : 9966008355
7093278557

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/s.

Dr. NRK Biotech Pvt. Ltd.

HSN
Code

QTY.

RATE

AMOUNT

Sl.
No.

PARTICULARS

50X10 2 tone (CSK)

8mm PVC JTD

3/16 ATUHL

8mm 8/160 H. 100

2 tone 21592

100

550

3 Box 80

240

420

92

①

80

①

96

1

TOTAL

1052

GSTIN: 36BUSPS8671N1ZA

CGST@.....%

—

Amount in words :

SGST@.....%

—

GRAND TOTAL

1052

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 & Glass Fitting

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

No. **107**

Date :

M/s **Dr. NRK Biotech PVT LTD****18/12/25**

Sl. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT								
	PKC 6mm SCD		50		50								
	1/2 zone		50		50								
<div>INWARD</div> <table><tr><td>Inward No: H60</td><td>Dt: 18/12/25</td></tr><tr><td>MRN No:</td><td>Dt:</td></tr><tr><td>Received By: Shraya</td><td>By: Shraya</td></tr><tr><td colspan="2">DR NRK BIOTECH PVT LTD</td></tr></table>						Inward No: H60	Dt: 18/12/25	MRN No:	Dt:	Received By: Shraya	By: Shraya	DR NRK BIOTECH PVT LTD	
						Inward No: H60	Dt: 18/12/25						
						MRN No:	Dt:						
						Received By: Shraya	By: Shraya						
DR NRK BIOTECH PVT LTD													
TOTAL					100/-								

GSTIN: 36BUSPS8671N1ZA

CGST@.....%

Amount in words :

SGST@.....%

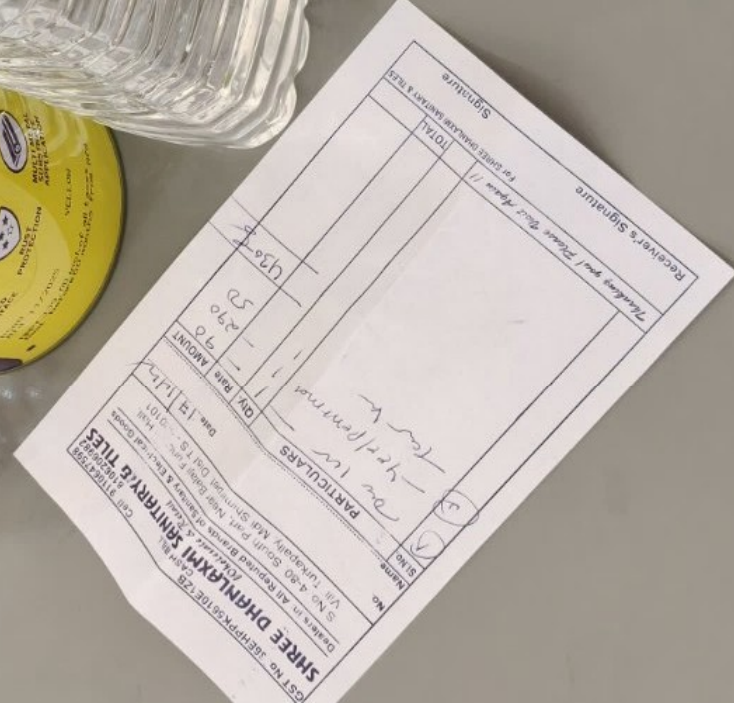
GRAND TOTAL

Terms & Conditions :

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

For **SHREE LAXMI**







SHREE LAXMI
GLASS, PLYWOOD & HARDWARE
Door, Plywood, Hardware & Glass Fitting
16 No. 2-16 New Road, Thiruvananthapuram, Kerala, India. Mobile: 94471 11111

No. 106 Date: 18/12/21

Sl. No.	PARTICULARS	Qty	Rate	Amount
1	50x10 x 120 (C/S)	100	5.70	570
2	8mm PVC 110	500	2.40	1200
3	3/16 110x110	100	72	7200
4	13mm 110x110	100	20	2000
5	20mm 110x110	100	70	7000
TOTAL			100	10000

SHREE LAXMI
GLASS, PLYWOOD & HARDWARE
Door, Plywood, Hardware & Glass Fitting
16 No. 2-16 New Road, Thiruvananthapuram, Kerala, India. Mobile: 94471 11111