

Weekly - Petty cash /expense card statement.

Name		S.Shravya		Statement date		02.01.2026		
prepared by		S.Shravya		Sign				
From period		25.12.2025		To period		31-12-2025		
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 Ganesh electricals for purchase of rod cutting and granite cutting blades.			230/-	Y	
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Bharat petroleum for petrol.			600/-	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						830/-		
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:		<i>[Signature]</i>						
Date:		<i>[Signature]</i>						

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 Ganesh electricals for purchase of rod cutting and granite cutting blades.			
Location of work				
Period	From:	25.12.2025	To:	31.12.2025
Amount in Rs.	230/-			
Amount in words	Two 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 Bharat petroleum for petrol.			
Location of work				
Period	From:	25.12.2025	To:	31.12.2025
Amount in Rs.	600/-			
Amount in words	Six hundred 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.



Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No.: A0416
Local ID : 00579328
FIP No. : 02
Nozzle No. : 04
Product : Petrol
Density : 752.7Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00005.58
Amount(Rs) : 00600.00
Atot: 01230273763.66
Vtot: 00010163090.61

Vehicle No: 1024
Mobile No : Not Entered

Date : 02/01/26 Time: 11:27

INWARD

CST No : 36APORP0590H13N
Inward No: Dt: 6/13

MRNN No:

Dt:

ATTENDANT ID : Not Available
Received By: Signable

FCC DATE : Not Available
FCC TIME : Not Available

MOBI ROUTE

Thank You! Please Visit Again...

Dr. N. R. B. S. 700

HDFC BANK

D 06/2025

HDFC BANK

D 06/2025

HDFC BANK

D 06/2025

HDFC BANK

D 06/2025

HDFC BANK

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 29-12-21

M/s

DR. NRE BIOTECH PVT LTD

Sr. No.	Particulars	Qty.	Rate	Amount
①	5" Black	1		30
	4 sh	1		100
				130

INWARD

Inward No:

Dt: 614

MRN No:

Dt:

Received By:

Sign: Agwz

INDIAN BIOTECH PVT LTD

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

CASH BILLCell : 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

28/12/21

M/s.

Dr. NRR Biotech Pvt. (T)

Sr.
No.

Particulars

Qty.

Rate

Amount

100 wheel

1

100

5
100**INWARD**

Inward No:

Dt: 6/1/22

MRN No:

Dt:

Received By:

Sign: Ashu

Dr. NRR Biotech Pvt. (T)

TOTAL

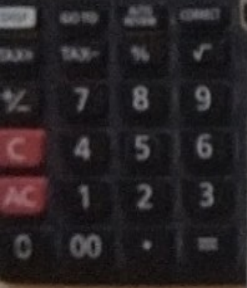
Terms and Conditions :

Subject to Hyderabad Jurisdiction.

Goods once sold cannot be taken back or exchanged.

For Ganesh Electrical Hardware Paints and Sanitary

Authorised Signatory



CASH BILL Cell : 9000567191
GANESH ELECTRICAL HARDWARE PRINTS AND SANITARY 9589040500
Plot No. 21,22,23,24, Near Peddamma Temple, Turkapally,
Shantipur Mandal, Medchal Malkajgiri Hyderabad- T.S. 500078

No. _____ Date 29-12-21

Sl. No.	Particulars	Qty.	Rate	Amount
1	5" flap	1		30
2	4" flap	1		100
				130
				TOTAL

Terms and Conditions: Subject to Hyderabad Jurisdiction. Seller price and terms are subject to exchange.

Authorized Signatory: _____

