

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
SI No	Debit to company	Debit to project	Description of expenses
1.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Ganesh electricals for purchase of rod cutting and granite cutting blades.
2.	Dr.Nrk bio tech Pvt ltd	Nextopolis	Towards amount paid to Bharat petroleum for petrol.
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. <input type="checkbox"/> Other:	
Approved by:	Div. Manager <i>Amal</i>	Accountant	Accounts Manager MD
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 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	Nexropolis		
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	Nexropolis		
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.



Welcome You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDHAL 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 Inward No: EST No	: 36AP0PP0590113 Dt: 6/13
MRN No:	Dt:
ATTENDANT ID Received By:	: Not Assignable
FCC DATE	: Not Available
FCC TIME	: Not Available
REMARKS	
Thank You! Please Visit Again.	

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 29-12-21

M/s. DR. NPK Biotech pvt. LTD

Sr. No.	Particulars	Qty.	Rate	Amount
1	5' Blat	1		30
4	sl	1		100
				130

INWARD

Inward No:

Dt: 614

MRN No:

Dt:

Received By:

Sign:

DR. NPK 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 : 8/11/21

M/s. Dr. NRR BioTech PVT LTD

Sr. No.	Particulars	Qty.	Rate	Amount
1	DC wheel	1	100	100
				100

INWARD

Inward No:

Dt: 615

MRN No:

Dt:

Received By:

Sign:

Asha

DR. NRR 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 BILL				
GANESH ELECTRICAL HARDWARE PAINTS AND SANITARY				
Plot No. 21/22/23/24, Near Peddamma Temple, Turkapally, Shamipet Mandal, Medchal Malkajgiri Hyderabad - TS 500078				
Date: 9/2/19/25				
No.	Particulars	Qty.	Rate	Amount
1	DC Wheel	1	160	160
				TOTAL
				For Cash/Debit/Net Banking/cheque and delivery
				Authorized Signature

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



CASH BILL	
GANEESH ELECTRICAL HARDWARE PAINTS AND SANITARY	
Plot No. 21, 22, 23, 24, Near Poddamena Terme, Tunceli, Şemsiye Maması, Mezcal Mahallesi, İlyasobağlı - T.S. 500078	
No. 29-12-21	
Mr. No. Sr. No.	
Particulars	
15 " blar	1
4 blar	1
	30
	100
	✓
	130
	TOTAL
For: <i>[Signature]</i> Date: <i>[Signature]</i> Place: <i>[Signature]</i>	
Authorised Signature	
Terms and Conditions Subject to the general conditions of sale Delivery will be deemed to have taken place on receipt of payment.	