

Weekly - Petty cash / expense card statement

Name		CHAKRAI NOKHA		Statement date		8/1/26	
Prepared by		JPM		Sign		JPM	
Period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1	Geo Pens Guller		flex Hanting charges 12th 9th	480	Y N	Y N	
2	"		rust Bona Plaster flex 3ms	180	Y N	Y N	
3					Y N	Y N	
4					Y N	Y N	
5					Y N	Y N	
6					Y N	Y N	
7					Y N	Y N	
8					Y N	Y N	
9					Y N	Y N	
10	Total			660			
Amount to be credited by		Transfer to Heavy eq, Transfer to expenses card, Cash reimbursement, Transfer to personal a/c.					
Approved by:		Dir. Manager		Accounts Manager		MD	
Sign							
Date							

1. Original copy of the document to be submitted before every Friday. 2. Original vouchers to be submitted in the return card and used to prepare the statement by Monday. 3. Amounts to be paid as receipt of receipt statement on Monday. 4. If original vouchers with vouchers of the week is not received, without further payment and entry. 5. Employees must submit photocopy of all bills/vouchers for 3 months. 6. Employees must submit original vouchers approved by the company at once. 100% per week. 100% approved is required for expenses of over 100% per week.

DEBIT VOUCHER			
Company/Firm	Bio Polix Pvt. Ltd		
Project			
Voucher No.			
Account head			
Paid to	Mounting CHARGES		
Towards/description of work	'12+8' floor Mounting CHARGES 96 Sft		
Location of work			
Amount in Rs.	480/-		
Amount in words	Four Hundred Eighty only		
Mode of payment			
	Cheque/trf No.	Date 8/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
P.N.M.			

APPROVED BY
 08 JAN 2026
 E. PRASAD
 MANAGER PROMOTION



Dr. 2

DEBIT VOUCHER

Company/Firm	BIOBUS GUNUP		
Project			
Voucher No.			
Account head			
Paid to	TUFF BOND		
Towards/description of work	TUFF BOND Plastering at floor '1248' 3rd, 4th		
Location of work			
Amount in Rs.	180/-		
Amount in words	One Hundred Eighty only		
Mode of payment			
	Cheque/trf No.	Date 8/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Q. M. R. H.			

APPROVED BY
08 JAN 2026
E. PRASAD
MANAGER PROMOTION



BIOPOLIS
Biotechnology Research
@ Genome Valley, Hyderabad

1 Million sq. ft. Next-Gen Lab Space Campus



Project & Developed by

PRAKASH

GREENS

MODI PROPERTIES

