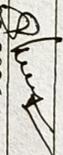
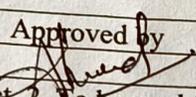


Weekly - Petty cash /expense card statement.

Name	S.Shravaya	Statement date	27-02-2026			
prepared by	S.Shravaya	Sign				
From period	19-02-2026	To period	25-02-2026			
SI No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	Dr.NRK Biotech pvt ltd	Nextopolis	Towards payment for ganesh electrical for purchase of quick instant adhivise and araldite.	1000/-	Y	
2.	Dr.NRK Biotech pvt ltd	Nextopolis			Y	
3.	Dr.NRK Biotech pvt ltd	Nextopolis			Y	
4.						
5.						
		Total		1000/-		
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.	<input type="checkbox"/> Other:				
Approved by:		Accountant				
Sign:		Accounts Manager				
Date:	27/02/26					

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

DEBIT VOUCHER

Company/Firm		Dr.Nrk Biotech Pvt Ltd	
Project		Nextopolis	
Voucher no.			
Account head			
Credit to		S.Shravya	
Towards/description of work		Towards payment for ganesh electrical for purchase of quick instant adhivise and araldite.	
Location of work			
Period		From: 19.02.2026	To: 25.02.2026
Amount in Rs.		1000/-	
Amount in words		One thousand only	
Moe of payment		Cheque/trf no.	Bank
		Date	
Prepared by		Approved by	Receivers name
S.Shravya			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.



GANESH ELE...
Plot No. 21, 22
Shamirpet Mand...

7/8
201-2-6

No.	M/s	Qty	Rate	Amount
	Particulars			
	Araldite	1/2		750
	Hardener	1		50
				800
TOTAL				

Terms and Conditions:
Subjected to Hyderabad Jurisdiction
Goods once sold cannot be taken back or exchanged

For: Ganesh Electrical Hardware Paints and Sundry
Authorized Signatory