

ADVANCE REQUEST FORM

Requestor Name : Su Su Khaing
 Department Name:
 Payment Date : 2024-11-26
 Payment Voucher : ADV-REM-2024-11-00056
 No
 Payment Method : Cash/Bank
 Payment Amount : 20400.0
 Currency : MMK
 Exchange Rate : 4,600.0

Budget Type : Include Budget
 Payment Type : Advance Payment
 Advance Due Date :
 Prepared By : REM_BudgetDataEntry
 Superior Approved : REM_SRVADH
 By
 Last Approved By : REM_SRVADH

No.	Description	Department	Request Amount	Remark
1	Advance Payment for OT Charges (MP-8,Time-17h)(Delco Myanmar,SD70B,Engine load testing).MMK Adv-20400	Production (REM)	20,400.00	

Expense Total : 20,400.00 K
 Amount Remain : 20,400.00 K

Note:

Superior Check By : *[Signature]*
 Name : Su Su Khaing
 NRC No :
 Date :
 Remark :

F&A
 Name : Tin Aye Htwe
 NRC No : 12/6024/8E
 Date : 01.11.24
 Remark :

GM/AGM 2
 Name : Ko Maung
 NRC No :
 Date :
 Remark :

tele approved
 COO
 Name : Sr. Aye Min Htoon
 NRC No :
 Date : 27.11.24
 Remark :



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth
 Department Name : Production
 Reason for Overtime : Delco Myanmar, 3D 70B, Engine load testing.

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	22.10.24	Aung Naing Myo	Mechanic	5:00 PM	7:00 PM	2h	2400	Received Person Thet Zaw Latt
2.	"	Thet Zaw Latt	Spv	"	"	"	2400	
3.	"	Htein Lin Aung	Mechanic	"	"	"	2400	
4.	24.10.24	Aung Naing Myo	Mechanic	5:00 PM	6:00 PM	1h	1200	
5.	"	Aung Myo Hlwe	SH	"	"	"	1200	
6.	"	Thet Zaw Latt	Spv.	"	"	"	1200	
						Total Hours	19800	
						Total Amount		

Requested by
 Sign:
 Name:
 (Requestor)

Approved by
 Sign:
 (DIH)

Approved by
 Sign:
 (GM/AGM/COO)

Checked by
 Sign:
 (IIR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth
 Department Name : Production
 Reason for Overtime : Machine testing (3D70G, 600419) customer engine

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
7.	10.11.24	Pye Phyto Kyaw	Mechanic	9:30 AM	1:30 PM	4h	4800	Received Person Thet Zaw Latt
8.	10.11.24	Thet Wai Phyto	"	"	"	"	4800	
						Total Hours	8h	9600
						Total Amount		

Requested by
 Sign:
 Name:
 (Requestor)

Approved by
 Sign:
 (DIH)

Approved by
 Sign:
 (GM/AGM/COO)

Checked by
 Sign:
 (IIR)

05-CHL-HRM-FRM-020-05

