



MAC  
 No. 1947/B , Bo Gyoke Street, Yangon - Patheingyi  
 High Way Road, Hlaing Thar Yar Township,  
 Yangon.  
 Phone:  
 Fax:



**PAYMENT VOUCHER**

Contact :

Number	: MAC-PV-24060010
Date	: 2024-06-05
Payment Subtype	: direct
Related To	:

Account	Currency	Status
Cash On Hand - MMK-MAC	Myanmar Kyat	posted

Memo  
 CASH PAY FOR EMPLOYEE OVERTIME CHARGES FOR MAY'24 . AMOUNT- 107,200/-MMK.

Description	Qty	Unit Price	Account Reference	Track-1	Track-2	Amount
CASH PAY FOR EMPLOYEE OVERTIME CHARGES FOR MAY'24 . AMOUNT- 107,200/-MMK.	1.00	107200.00	Admin - Employee Overtime Charges- MAC			107,200.00

Remarks:	Subtotal:	107,200.00
	VAT:	0.00
	Withholding:	0.00
	Payment Amount:	107,200.00

Prepared By: <u>Sue Mar Tin</u>	Authorized By: _____	Received By: <u>Mya Kay Khang Jay</u>
Date: <u>5.06.24</u>	Date: _____	Date: <u>5.6.24</u>

AUDITED	CONFIRMED

# CASH CLAIM FORM

Date: 3.6.2024

BR/Division: MAC

Department: Administration

Issue Amount: 107,200/- Kyats/.....USD

Budget include (or) Not : စာရင်းအင်းဆိုင်ရာအကျဉ်းချုပ်

Yes  Budgeted Title and Amount :

No  Reasons for :

### Required For:

Employee Overtime charges for May '24

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစာရင်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။


(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည် အဝတ်ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

  
Mya Kay Khany

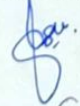
Requester

Checked By

  
Han Phant Phyo

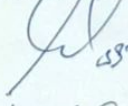
Mgr/DH

Checked By

  
Su Su Thin

Finance & Account

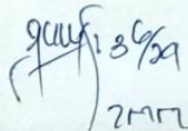
Approved By

  
Sant Sant Thin

GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

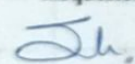
  
2024

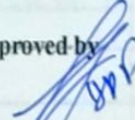
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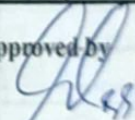
# OVERTIME REQUEST FORM


Name : MAE  
 Department Name : Security (HR-GIA)  
 Reason for Overtime : (အင်ဂျင်နီယာ OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	10.5.2024	Zan Phyo Tin	Security	07:00	17:00	8hrs	9600	အင်ဂျင်နီယာ OT
2	"	Phuwa Chit Phyo	Security	07:00	17:00	8hrs	9600	"
3	"	Mya Hlaing	Security Head	17:00	07:00	8hrs	9600	"
4	22.5.2024	Myo Zan Phyo	Security	07:00	17:00	8hrs	9600	အင်ဂျင်နီယာ OT
5	"	Zan Phyo Tin	Security	07:00	17:00	8hrs	9600	"
6	"	Phuwa Chit Phyo	Security	17:00	07:00	8hrs	9600	"
7	"	Mya Hlaing	Security Head	17:00	07:00	8hrs	9600	"
						L		
<b>Total Hours</b>						56hrs	67200	✓
<b>Total Amount</b>								

Requested by  
 Sign :   
 Name : U Zan Phyo Tin  
 (Requestor)

Approved by  
  
 Hnin Phyo Phyo  
 (DH)

Approved by  
  
 Saint Saint Thu  
 (GM/AGM/COO)

Checked by  
  
 Mya Kyi Hlaing  
 (HR)


05-CHL-HRM-FRM-020-05

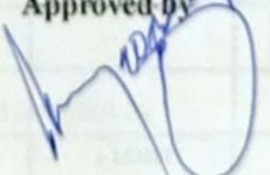
MG

# OVERTIME REQUEST FORM


R/DIV Name : MAC  
 Department Name : Security  
 Reason for Overtime : Thiry Problem:

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	5-5-24	Tan Phyothu	Security	0800	15:00	08:00	2000	in Service
2.	"	Myo Tan Thant	"	0800	16:00	08:00	2000	
Total Hours						16:00	16000	
Total Amount								

Requested by  
 Sign :   
 Name : U Tan Phyothu  
 (Requestor)

Approved by  
  
 (DH)  
 Tayan Htean

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 Hsin Puat Phyu  
 (HR)



# OVERTIME REQUEST FORM

BU/BR/DIV Name : NIAC  
 Department Name : H.R.G.A  
 Reason for Overtime : Odoo ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	1.5.24	Uy Lho kh	Driver	8:00AM	6:00PM	9hr	10,800	Odoo ferry
	10.5.24	u	u	5:00pm	6:00pm	1hr	1200	AM Ferry
	18.5.24	u	u	5:00pm	6:00pm	1hr	1200	AM Ferry
	25.5.24	u	u	8:00AM	6:00PM	9hr	10,800	Odoo ferry

Total Hours	20hr	24000
Total Amount		

Requested by  
 Sign :   
 Name : Uy Lho kh  
 (Requestor)

Approved by  
  
 Hanz Pwint Phye  
 (DII)

Approved by  
  
 Saint Saint Thu  
 (GM/AGM/COO)

Checked by  
  
 Mya Kay Khaing  
 (HR)