

CASH CLAIM FORM

Date : 26.3.2024

BU/BR/Division : Reman

Department : Sale & Marketing

Issue Amount : 73800 Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Prepared and supported for event.
Celebrating for event (OT)

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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 အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Requester

Cho Cho Khaing

Checked By

Mgr/DH

Watt Yee Soe

Checked By

Finance & Account

Khin Swe Win

Approved By

GM/AGM/COO

Maung Maung

Approved By

CMC/CEO/Chairwoman



OVERTIME REQUEST FORM

BU/BR/Div Name

Department

Reason for Overtime

: Reman
: Sale & Marketing
: Prepared & supported for event.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	14.3.2024	Khin Myat ^{II} Moh	4A	5:00	7:30	2:30	3000	
2	14.3.2024	Mi Mi Ko	4A	5:00	7:30	2:30	3000	
3	14.3.2024	Cho Cho Khaing	2A	5:00	7:30	2:30	3000	
4	14.3.2024	Aung Ko Ko	5A	5:00	7:30	2:30	3000	
5	14.3.2024	Zin Min Khaing	2B	5:00	7:30	2:30	3000	
						7		

Total Hours 12.5
Total Amount 15000/-

Prepared By
[Signature]
Name: Cho Cho Khaing

Knowledge By
[Signature]
Name: Watt Yee Soe

Approved By
(GM/AGM/COO)
[Signature]
Name: Maung Maung

Check By HR
[Signature]
Name: Zayar Linn
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name

Department

Reason for Overtime

: Reman
: Sale & Marketing
: Celebrating for event

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	16.3.2024	Mi Mi Ko	4A	8:00 AM	5:00 PM	8:00	9600	
2	16.3.2024	Khin Myat ^{II} Moh	4A	8:00 AM	5:00 PM	8:00	9600	
3	16.3.2024	Cho Cho Khaing	2A	8:00 AM	5:00 PM	8:00	9600	
4	16.3.2024	Aung Ko Ko	5A	7:00 AM	5:00 PM	9:00	10800	
5	16.3.2024	Zin Min Khaing	2B	8:00 AM	5:00 PM	8:00	9600	
6	16.3.2024	Phyo Theint ^{II} Han	2B	8:00 AM	5:00 PM	8:00	9600	
						7		

Total Hours 49
Total Amount 58,800/-

Prepared By
[Signature]
Name: Cho Cho Khaing

Knowledge By
[Signature]
Name: Watt Yee Soe

Approved By
(GM/AGM/COO)
[Signature]
Name: Maung Maung

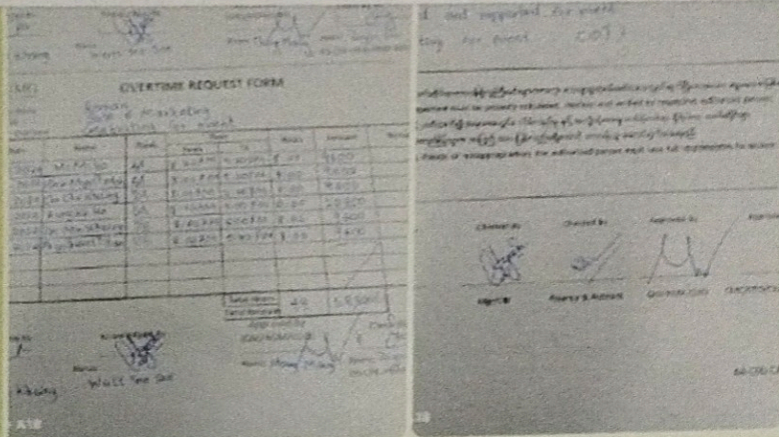
Check By HR
[Signature]
Name: Zayar Linn
05-CHL-HRM-FRM-020-04



+95 9977835641
online



ADD AYE TO CONTACTS



Recon မှာ event ပွဲအတွက် OT ဆင်း
ထားရတဲ့ရက်ပါဆရာ
Approve လေးပေးပေးပါဦးနော်ဆရာ



11:28 AM ✓✓



Cho Cho

Reman က sale man ကား sticker lice...

Please proceed MMK 150,000.

11:33 AM

Aye Min Htoon

Please proceed MMK 150,000.

ဟုတ်ကဲ့ ကျေးဇူးပါဆရာ



11:34 AM ✓✓



Cho Cho

Recon မှာ event ပွဲအတွက် OT ဆင်း...

Please proceed MMK 73,800.

11:35 AM

ကျေးဇူးအများကြီးတင်ပါတယ်နော်ဆရာ



11:37 AM ✓✓



Message

