

25.3.24 (cash)



### CASH ADVANCE CLEAR FORM

Date : 20.3.24

BU/BR/Division : Reman

Department : Administration

Advance Issue : 100000 Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	14.3.24	2024/3/080		100000	Adv - Clear To
2	2 <sup>nd</sup> Time Advance					Take out Through
3	3 <sup>rd</sup> Time Advance					Just bio for Record
Total Advance					100000	Reman @ 5%:
Total Actual					150000	
Balance Refund/Additional					50000	

Request By Naaw Ahi Maw yar

Requester

Checked By Zayar Lim

Mgr/DH

Checked By Khin Seee win

Finance & Account

Approved By Mawng Mawng

GM/AGM/COO

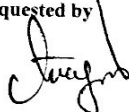


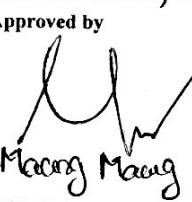

Approved By 20/03/2024

CMC

## GENERAL EXPENSE CLAIM FORM

BU/BR/DIV Name : Ramon  
 Department Name : Administration

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1	9.3.24	Naw Ahi	Daily Helper	10000 x 2	20000	event of
2	11.3.24	Mue yar	" "	10000 x 2	20000	Machine
3	12.3.24		" "	10000 x 2	20000	cleaning
4	13.3.24		" "	10000 x 2	20000	
5	13.3.24		အမှတ်အသား (1) မှီ		70000	
6	14.3.24				7	
<b>Total General Expense</b>					<b>150000</b>	

Requested by	Approved by	Checked by	Approved by	Approved by
Sign : 	Sign : 	Sign : 	Sign : 	Sign : 
Name : <u>Naw Ahi Mue yar</u> (Requester)	Name : <u>Zayar Aun</u> (Department Head)	Name : <u>Khin Swe Win</u> (Finance & Account)	Name : <u>Maung Maung</u> (OM/AGM/GM)	Name : <u>Aung Mye</u> (ACOO/COO/MD/VCM)

Telegram Request Date (8.3.24)



### CASH ADVANCE REQUEST FORM

Date : .....

BU/BR/Division : Recon

Department : Administration

Advance Issue : 100,000/- Kyats/.....USD

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:**

*Adv. Request To Take out Through Quotbin for Recon Recon*

**မှတ်ချက်။**

- (၁) ကြိုတင်ငွေများကို သာမန်အားဖြင့် ထုပ်ယူသည်နေ့မှ (၁၀) ရက်အတွင်း ပြန်လည် စာရင်းရှင်းရမည်။  
(Advance must be cleared within 10 days from issue date)
- (၂) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။  
(The amount requested must be properly calculated, checked and verified by respective authorized person)
- (၃) 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

Checked By

Mgr/DH

Checked By

Finance & Account

Approved By

GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

2MM