

OVERTIME REQUEST FORM

BU/BR/Div Name : MAC BIJ
 Department : Finance & Account
 Reason for Overtime : Entry of Odoo Baklog data

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	3.2.2024	Aye Aye Thin		9:30	4:30	6:30	7,800 x	Odoo
2.	"	Zin Maon Htein Linn		8:00	4:30	8:00	9,600 x	"
3.	"	Lae Yi Zaw		9:30	4:30	6:30	7,800 x	"
4.	"	Su Su Thin		9:00	6:00	8:00	9,600 x	"
5.	"	Lin Thandar Aung		8:00	6:00	9:00	10,800 x	"
6.	"	Ei Phyu		8:00	6:00	9:00	10,800 x	"
7.	"	Aung Htet Moe		7:30	4:30	8:00	9,600 x	"
8.	"	Aye Nyein Thu		9:30	4:30	6:30	7,800 x	"
9.	"	Ei Shwe Sin		9:00	6:00	8:00	9,600	"
Total Hours						69:30	83,400/-	
Total Amount								

Prepared By

 Name: Zin Maon Htein Linn

Knownledged By

 Name: Thin Wiyat Yee

Approved By
 (GM/AGM/COO)

 Name: Seint Seint Thu

Check By HR

 Name: M.N. Thu
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : MAG Bu
 Department : Finance & Account
 Reason for Overtime : Entry of odoo Backlog data

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	3.12.2024	Nyazar Pgyaraphyano		9:00	5:00	7:30	9,000	odoo
Total Hours						7:30	9,000	
Total Amount								

Prepared By [Signature]
Zin Maan Htein Linn
 Name:

Knownledged By [Signature]
Thin Nyat Yee
 Name:

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

Check By HR
[Signature]
 Name: Min Thu



CASH CLAIM FORM

Date : 5.2.2024

BU/BR/Division : MAC

Department : F&A

Advance Issue : 92,400/- Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Overtime for Odoo System

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော 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

Checked By

Checked By

Approved By

Approved By

li

[Signature] 5/2/24

[Signature] 5/2/24

[Signature]

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Zin Mann Htein Liong Thin Wgyut Yee Thin Wgyut Yee Seint Seint Inu