



Shwebo Branch

Mandalay-Shwebo Road, No.6 Quarter, Shwe Bo (North of Moke-Oo), Sagaing Division Shwe Bo

Tel :

Fax :

PAYMENT VOUCHER

Voucher No. : SBO-PV-2025-04-0015
Voucher Date : 2025-04-10
Currency : MMK

Cashier : Pwint Thet Htar Khaing
To :

Applicant Adm. Manager GM

Pwint

Pwint

[Signature]

No	Description	Purpose	Subtotal
1	PAY TO PWINT THET HTAR KHAING FOR LABOUR CHARGES -48,000/- FOR CLEANER 6 DAY AND MISCELLANEOUS EXPENSE -87,000/- FOR FLOWER CHARGES, GUEST LISTING , THRUSH AWAY, DOG FOOD, CYCLE FUEL..		
2	PAY TO PWINT THET HTAR KHAING FOR LABOUR CHARGES -48,000/- FOR CLEANER 6 DAY AND MISCELLANEOUS EXPENSE -87,000/- FOR FLOWER CHARGES, GUEST LISTING , THRUSH AWAY, DOG FOOD, CYCLE FUEL..		

Total 135,000.00

Total in Words : _____

Note : PAY TO PWINT THET HTAR KHAING FOR LABOUR CHARGES -48,000/- FOR CLEANER 6 DAY AND MISCELLANEOUS EXPENSE -87,000/- FOR FLOWER CHARGES, GUEST LISTING , THRUSH AWAY, DOG FOOD, CYCLE FUEL..

Date : 10.4.2025 Name/NRC No : Pwint Thet Htar Khaing Signature : *[Signature]*

Date : 10.4.2025

BU/BR/Division : Shwebc

Department : Admin

Issue Amount : 1,35,000/- Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :
No Reasons for :

Required For: Labour charges - 48,000/-. For cleaner 6 Days and miscellaneous expense - 87,000/-. For Flower charges, guest listing, thrush away, dog Food, cycle fuel.
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး 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 အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Pwint The Htar Khin, Requester
Checked By: Pwint The Htar Khin, Mgr/DH
Checked By: Nwe Win, Finance & Account
Approved By: Kyaw Saet Hla, GM/AGM/COO
Approved By: CMC/CEO/Chairwoman



GENERAL EXPENSE CLAIM FORM

Requester Name : **Shwebo**

Department Name : **Admin**

No	Date	Name	Description	Amount	Remark
1.	4.25	Pwint Thet Hlor Khaing	Flower charges to donate office pagoda	10,000 L	
			Trash away (308/2000:2)	5,000 L	
			Dog Food for Apr '25	23,000 L	900 L 30 - 77,000 L
			Cycle fuel (24 Yel 99577)	5,000 L	Go to bank for money take out
Total Amount				47,000 L.	

Requested by:
 Name: **Pwint Thet** (Requester)
 Approved by:
 Name: **Hlor Khaing** (Department Head)

Checked by:
 Name: **Nae Win** (Related FNA/Corp FNA)

Approved by:
 Name: **Kyaw Soe Hla** (OMBAGM/GM/BOIV/ABOIV)

Approved by:
 Name: **Paing Soe Lynn** (ACCO/COO/MD/VCFO)

04/25/2025 10:00 AM



GENERAL EXPENSE CLAIM FORM

DIV/BR Name : Shwebo

Department Name : Admin

No.	Date	Name	Description	Amount	Remark
1	7.5.2025	Pwint Thet Htar Khaing	Flower charges to donate office pagoda	20,000 L	For two time
			ပေးငွေ (under table)	20,000 L	For two week
Total Amount					

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Name: Pwint Thet Htar Khaing
(Requester)

(Department Head)

Noe Win
(Related FNA/Corp FNA)

Kyaw Soe Hla
(OM/GM/GM/BOI/ABOI)

Paing Soe Lynn
(ACOO/CO/ND/DM)

04-CFD-TSU-FRM-001-00

Daily Labour Charges Pay Record

Date-

11-Apr-25

Labour Name	Description	Working Date	Days	Amount	Total Amount	Remark
Ma Nge	Daily Cleaner	31-Mar-25	1	8,000	8,000	
Ma Nge	Daily Cleaner	2-Apr-25	1	8,000	8,000	
Ma Nge	Daily Cleaner	4-Apr-25	1	8,000	8,000	
Ma Nge	Daily Cleaner	7-Apr-25	1	8,000	8,000	
Ma Nge	Daily Cleaner	9-Apr-25	1	8,000	8,000	
Ma Nge	Daily Cleaner	10-Apr-25	1	8,000	8,000	
					-	
					-	
				Total Amount	48,000	



Checked By
Pwint Thet Htar Khaing



Aknowledge By
Noe Noe Win



Approved By
Kyaw Soe Hla