



CASH CLAIM FORM

Date : 3.6.2024

BU/BR/Division : MAC

Department : logistics

Issue Amount : 158400Ks Kyats/ USD

Budget include (or) Not : တစ်သိန်းငါးဆောင်းရှစ်ထောင်ငါးရာကျော်

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Payment the OT charges for Warehouse and Odoo system run.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး 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

Requester

3/6/24
MGT/DH

Finance & Account

GM/AGM/COO

03/06/2024
Chairwoman

Phyo Wai oo

Wai Phyo Han

Su Su Thin

Seint Seint Thu

OVERTIME REQUEST FORM

UMG

BU/BR/DIV Name : MAC
 Department Name : Logistics.
 Reason for Overtime : Ferry

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|--------------|--------|-------|----------------|---------|---------|-------|---------|--------|
| | | | | From | To | | | |
| 1. | 2.5.24 | H.M.T | ② Man. | 6:00 AM | 8:00 AM | 2. | 2400 | Ferry |
| 2. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 3. | 3.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 4. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 5. | 4.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 6. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 7. | 6.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 8. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 9. | 7.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| Total Hours | | | | | | 16hr | 19200Ks | |
| Total Amount | | | | | | | | |

Requested by
 Sign :
 Name : Hlaing Min Tun.
 (Requestor)

Approved by

 (DII)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HRM)
 Hnin Puant Phyu
 05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

UMG

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Ferry

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|--------------|---------|------|----------------|---------|---------|--------|---------|--------|
| | | | | From | To | | | |
| 10. | 10.5.24 | HMT | ② Man. | 5:00 pm | 6:30 pm | 1:30. | 1800 | Ferry |
| 11. | 13.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 12. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 13. | 14.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 14. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 15. | 15.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 16. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| 17. | 16.5.24 | " | " | 6:00 AM | 8:00 AM | 2. | 2400 | " |
| 18. | " | " | " | 5:00 pm | 6:30 pm | 1:30. | 1800 | " |
| Total Hours | | | | | | 15 hr | 18600Ks | |
| Total Amount | | | | | | 30 Min | | |

Requested by
 Sign :
 Name : Hlaing Min Tun.
 (Requestor)

Approved by

 (DII)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HRM)
 Hnin Puant Phyu
 05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics.
 Reason for Overtime : ၆၀၀၅

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|--------------|---------|---------|----------------|----------|----------|-------|---------|--------|
| | | | | From | To | | | |
| 19. | 17.5.21 | H. M. J | 9. Man. | 6:00 am. | 8:00 am. | 2 | 2400 | ၆၀၀၅ |
| 20 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800. | " |
| 21 | 18.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400. | " |
| 22 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | " |
| 23 | 20.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400 | " |
| 24 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | " |
| 25. | 21.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400 | " |
| 26 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | " |
| 27 | 23.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400 | " |
| Total Hours | | | | | | 16hr | 19200Ks | |
| Total Amount | | | | | | | | |

Requested by
 Sign :
 Name : Hlaing Min Tun.
 (Requestor)

Approved by

 (DII)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Hlaing Phyu
 05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : ၆၀၀၅

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|--------------|---------|------|----------------|----------|----------|--------|----------|--------|
| | | | | From | To | | | |
| 28. | " | HMT | 9. Man. | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | ၆၀၀၅ |
| 29. | 24.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400 | " |
| 30. | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | " |
| 31 | 27.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400 | " |
| 32 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | " |
| 33 | 28.5.21 | " | " | 6:00 am. | 8:00 am. | 2. | 2400. | " |
| 34 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30. | 1800 | " |
| 35 | 29.5.21 | " | " | 6:00 am. | 8:00 am. | 2 | 2400. | " |
| 36 | " | " | " | 5:00 pm. | 6:30 pm. | 1.30 | 1800 | " |
| Total Hours | | | | | | 15hr | 18,600Ks | |
| Total Amount | | | | | | 30 Min | | |

Requested by
 Sign :
 Name : Hlaing Min Tun.
 (Requestor)

Approved by

 (DII)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Hlaing Phyu
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC.**
 Department Name : **Logistics.**
 Reason for Overtime : **၇၅၅၄**

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|--------------|---------|-----------------|----------------|----------|----------|-------|----------|----------------|
| | | | | From | To | | | |
| 37 | 30.5.24 | H. M. T | ၉. Man. | ၆:၀၀. am | ၈:၀၀. am | 2 | 2400 | ၇၅၅၄ |
| 38 | " | " | " | 5:၀၀. pm | ၆:၃၀. pm | 1.30 | 1800 | " |
| 39 | 31.5.24 | " | " | ၆:၀၀. am | ၈:၀၀. pm | 2 | 2400 | " |
| 40 | " | " | " | 5:၀၀. pm | ၆:၃၀. pm | 1.30 | 1800 | " |
| | 7.5.24 | Waiying Min Tin | ၉. Man. | 8:၀၀ am | 12:၀၀ am | 4 | 4800 | B&B တွင် တာဝန် |
| | " | T. Z. H | " | " | " | 4 | 4800 | တာဝန် |
| | " | K. W | W. H. | " | " | 4 | 4800 | တာဝန် |
| | " | A. M. T | " | " | " | 4 | 4800 | " |
| Total Hours | | | | | | 23hr | 27,600Ks | |
| Total Amount | | | | | | | | |

Requested by
 Sign :
 Name : **HMT**
 (Requestor)

Approved by

 (DII)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Hason Pwint Phyu
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name :
 Department Name :
 Reason for Overtime :

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|--------------|---------|---------|----------------|----------|----------|-------|--------|----------------|
| | | | | From | To | | | |
| | 4.5.24 | T. Z. H | ၉. Man. | 5:၀၀. pm | ၆:၀၀. pm | 1 | 1200 | တာဝန် |
| | " | A. M. T | W. H. | " | " | 1 | 1200 | " |
| | 9.5.24 | T. Z. H | ၉. Man. | 5:၀၀. pm | ၆:၃၀. pm | 1.30 | 1800 | B&B တွင် တာဝန် |
| | " | K. W | W. H. | " | " | 1.30 | 1800 | တာဝန် |
| | 24.5.24 | T. Z. H | ၉. Man. | 5:၀၀. pm | ၆:၃၀. pm | 1.30 | 1800 | B&B တွင် တာဝန် |
| | " | A. M. T | W. H. | " | " | 1.30 | 1800 | " |
| Total Hours | | | | | | 8hr | 9600Ks | |
| Total Amount | | | | | | | | |

Requested by
 Sign :
 Name : **Thet Zaws Khoo**
 (Requestor)

Approved by

 (DII)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Hason Pwint Phyu
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : odo

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|-----|---------|-----------------------|----------------|---------|---------|--------------|-----------|--------|
| | | | | From | To | | | |
| 1 | 25.5.24 | Phyo hbi oo | staff | 9:30 AM | 5:00 PM | 7 | 8400 | odo |
| 2 | " | Ei Thinzar Myat | " | 9:30 AM | 5:00 PM | 7 | 8400 | " |
| 3 | " | Aye Zan Chi Ko | " | 8:30 AM | 5:00 PM | 8 | 9600 | " |
| 4 | " | Soe Myat Thandar Aung | " | 8:30 AM | 5:00 PM | 8 | 9600 | " |
| 5 | " | Htet Htet Phyo hbi oo | " | 8:30 AM | 5:00 PM | 8 | 9600 | " |
| 6 | | | | | | | | |
| | | | | | | Total Hours | 38 hr | |
| | | | | | | Total Amount | 45,600 Ks | |

Requested by
 Sign :
 Name : Phyo hbi oo
 (Requestor)

Approved by

 (DH)
 Wai Phyo Han

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Hnin Pwint Phyu
 05-CHL-HRM-FRM-020-05