



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-2025-02-0021

Cashier

:Pwint Thet Htar Khaing

Voucher Date :2025-02-19

To

:

Currency :MMK

Applicant

Adm. Manager

GM

Pwint

Pwint

[Signature]

No	Description	Purpose	Subtotal
1	PAY TO PWINT THET HTAR KHAING FOR SHWEBO BR JAN'25 MEAL ALLOWANCE -628,871/- FOR EMPLOYEE -12 PAX.		

Total 628,850.00

Total in Words : _____

Note : PAY TO PWINT THET HTAR KHAING FOR SHWEBO BR JAN'25 MEAL ALLOWANCE -628,871/- FOR EMPLOYEE -12 PAX.

Date : 19.2.2025 Name/NRC No : Pwint Thet Htar Khaing Signature : *[Signature]*



CASH CLAIM FORM

Date 17.2.2025

Reference Shweto

Department Admin

Value Amount 628,850L USD

အသုံးပြုရန် ဖြစ်ပေါ်ခဲ့သော ငွေကြေး ချွေချာမှု

Budget include (or) Not

Yes [x] Budgeted Title and Amount :
No [] Reverts for :

Breakdown: Shweto BR Jan '75 Meal Allowance .628,850L.
For employee .12 pax .

မှတ်ချက်
(၁) အဆိုပါ ဆောင်ရွက်ရန် တောင်းဆိုထားသည့် ငွေကြေးပမာဏကို အသင့်တော်ဆောင်ရွက်ရန် ဖြစ်ပေါ်ခဲ့သော ငွေကြေးပမာဏကို
(The amount requested must be properly calculated, checked and verified by respective authorized person)
(၂) အမှားအယွင်း၊ ဖိတ်ခံရမှု၊ အလွဲသုံးစွဲမှု၊ အလွဲသုံးစွဲမှု စသည်တို့ ဖြစ်ပေါ်ခဲ့ပါက တာဝန်ရှိသူသည် အလွန်တိုင်း အာရုံစိုက်ဆောင်ရွက်ရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Pwint Thein (Requester)
Checked By: Htoo Kheung (Mg/DH)
Checked By: Nwe Win (Finance & Account)
Approved By: Kyau Swella (GM/AGM/COO)
Approved By: Paing See Lynn (CMC/CEO/Chairwoman)

Handwritten signature/initials

Meal Allowance Form

No	Month	Year	Name	ID No	Position	Department	Actual Meal Amount	Total Meal	Actual Meal Paid Amount	Local (L) (or)	Remarks (with corresponding Detail especially)	Sign
1	Jan	2025	Kyaw See Hla	13497	ABOM	Administration	70,000	22	49,677.42	NL	(6, 30-Jan-2025) at leave and (21, 22, 23, 24, 25, 26, 27-Jan-2025) at travelling to	
2	Jan	2025	Pawin That Hla	3044	Admin Head	Administration	35,000	30	33,870.97	L	(2-Jan-2025) at leave	
3	Jan	2025	Aung Aung Khin	6773	ABOM	Administration	70,000	23	51,935.48	NL	24-Jan-2025 transfer to CFD	
4	Jan	2025	Hae Hae Win	14329	FADP-16	Administration	35,000	31	35,000.00	L		
5	Jan	2025	Han Myint Khin	2312	Salesman	Unit Sales	70,000	23	51,935.48	NL	24-Jan-2025 transfer to CFD	
6	Jan	2025	Zaw Min Oo	14488	Security	Administration	35,000	30	33,870.97	L	(13-Jan-2025) at leave	
7	Jan	2025	Mye Khin Tun	14527	MCDP-88	Service	70,000	24	54,183.55	NL	(10, 11, 12, 13, 14, 15, 16-Jan-2025) at job site travelling	
8	Jan	2025	Ingain Mon	25830	S'part Admin	S'part	70,000	31	70,000.00	NL		
9	Jan	2025	Ye Win Aung	18048	SEDP-27	Unit Sales	70,000	31	70,000.00	NL		
10	Jan	2025	Lin Htet Aung	12826	Sales Head	Unit Sales	70,000	30	67,742.94	NL	(13-Jan-2025) at leave	
11	Jan	2025	Phu So Zaw	7539	Service Admin	Service	70,000	29	65,483.87	NL	(9, 13-Jan-2025) at leave	
12	Jan	2025	Ain Mann Thit	14443	AGMDF	S'part	70,000	20	45,162.29	NL	(10, 11, 12, 13, 14, 15, 16, 21, 22, 23, 24-Jan-2025) at job site travelling	
Total									628,871			

Checked and Approved
By
HR or Admin Head

Pawin That Hla
Pawin That Hla

Approved By
BOM/ABOM

Kyaw See Hla
Kyaw See Hla

Acknowledge by
Corp HR

[Signature]
17.2.2025

Check by
Myat Thinn Kyaw
[Signature]