

Phone:
Fax::
Tax ID:

EXPENSE CLAIM VOUCHER

Number	: COP-PV-24100006
Date	: 2024-10-07
Payment Subtype	: claim
To	: Moe Thazin-2 [COP-EM-0131]

Account	Currency	Status
Cash On Hand - MMK-COP	Myanmar Kyat	posted

Memo
Cash Claim For Security OT (Replacement for Resign) MMK-64,000/-

Purchase	Reference	Account Reference	Amount
----------	-----------	-------------------	--------

Remarks:	Subtotal:	64,000.00
	Payment Amount:	64,000.00

Date : 7/10/24 Name/NRC No : pls see attach Signature : _____

Date : 1/10/2024

BU/BR/Division : CE-2

Department : Administration

Issue Amount : 64,000 Kyats/ USD

Budget include (or) Not :

Yes

Budgeted Title and Amount : Security OP, 64,000.

No

Reasons for :

Required For:

Security OP (Replacement for Resign)

မှတ်ချက်:

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး 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 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

[Signature]
1/10/24

Requester

ei ei namgy

Checked By

[Signature]

Mgr/DH

Ma Thun

Checked By

[Signature]
1/10/24

Finance & Account

Approved By

[Signature]

GM/AGM/COO

Approved By

[Signature]
1/10/24
2024

OVERTIME REQUEST FORM

BR/DIV Name : CE (2)
 Department Name : GA
 Reason for Overtime : *အလုပ်အကိုင်*

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	22.9.24	<i>U Aung Mye</i>		07:00	17:00	8	8000	<i>အလုပ်အကိုင်</i>
2.	23.9.24	<i>U Aung Mye</i>		07:00	17:00	8	8000	<i>✓</i>
3.	24.9.24	<i>U Aung Mye</i>		17:00	07:00	8	8000	<i>✓</i>
4.	25.9.24	<i>U Aung Mye</i>		17:00	07:00	8	8000	<i>✓</i>
5.	27.9.24	<i>U Aung Mye</i>		07:00	17:00	8	8000	<i>✓</i>
6.	28.9.24	<i>U Aung Mye</i>		07:00	17:00	8	8000	<i>✓</i>
7.	29.9.24	<i>U Aung Mye</i>		17:00	07:00	8	8000	<i>✓</i>
8.	30.9.24	<i>U Aung Mye</i>		17:00	07:00	8	8000	<i>✓</i>
						Total Hours	64000	<i>✓</i>
						Total Amount		

Requested by
 Sign : *[Signature]*
 Name : *U Aung Mye*
 (Requestor)

Approved by
[Signature]
 (DH)

Approved by
[Signature]
 (GM/ASM/DOO)

Checked by
[Signature]
 (HR)

05-CHL-HRM-FRM-020-05

plz see attached Signature :