



MAC
No. 1947/B , Bo Gyoke Street, Yangon - Pathein High Way Road,
Hlaing Thar Yar Township, Yangon.
Yongon

Tax Reg. Number:

EXPENSE PAYMENT VOUCHER

Voucher Reference :MAC-PV-24040001
Voucher Date : 2024-04-02
Employee Name : Zin Marn HteinLinn
Employee ID : MAC-EM-0080

Funds Account : Cash On Hand - MMK-MAC
Voucher Status : posted
Transaction Currency : Myanmar Kyat

Expense Reference #	Amount
MAC-XC-24040001	18,000.00

Payment Amount	: 18,000.00
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Remarks : DIRECT PAY , FOR APR'24,MAC-XC-24040001,ZIN MARN HTEIN LIN, OVERTIME FOR ODOO,FOR 27.3.2024,30.3.2024,FOR ACTUAL AMT MMK-18,000/-,FOR MKT DEPT.

Date : 2.4.2024

Name/NRC No : Zin Marn Htein Linn

Signature : *Li*

Cashier :

Signature :

Date : 1.4.2024

BU/BR/Division : MAC

Department : Trade Marketing

Issue Amount : 18,000.- Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Overtime for Odo

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး စေ့ချာစာရင်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Zin Marin Htein Linn Pyae Sone Htein Su Su Thin Seint Seint Thu

Handwritten note: ၁၉/၁၅
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OVERTIME REQUEST FORM

J/BR/Div Name : MAC
 Department : Trade Marketing
 Reason for Overtime : Odoo

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	27.3.2024	Zin Maon Htein Linn		7:00	2:30	7hr	8,400	
2.	30.3.2024	Zin Maon Htein Linn		8:00	4:30	8hr	9,600	
						Total Hours	15hr	
						Total Amount	18,000/-	

Prepared By

 Name:
 Zin Maon Htein Linn

Knowledge By

 Name:
 Pyae Sone Hein

Approved By
 (GM/AGM/COO)

 Name:
 Seint Seint Thu

Check By HR

 Name:
 05-CHL-HRM-FRM-020-04