

# CASH ADVANCE CLEAR FORM

9.7.24

Division : MAC  
 Department : National Sales  
 Advance Issue : 100,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	13-6-24	2024060049		100,000/-	HPN sales way
2	2 <sup>nd</sup> Time Advance					ASM - Wai Lin Aung
3	3 <sup>rd</sup> Time Advance					
<b>Total Advance</b>					100,000/-	
<b>Total Actual</b>					88,000/-	
<b>Balance Refund/Additional</b>					12,000/-	✓

Request By	Checked By	Checked By	Approved By	Approved By
				
<u>Mi Mi Zin</u>	<u>Aung Ko Latt</u>	<u>Pyae Phyo Zin</u>	<u>Sent Sent Thu</u>	
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC

04-CFD-CAS-FRM-002-03

9.7.24  
 2mm ✓



### TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

Employee Name	Wai Lin Aung	Estimated Date of Travel	
Position Rank		Total Day	
BU/BR/DIV, Dept	MAC - BU	Destination	
Purpose	MAC Sales Supporting.		

**Travelling Permit**

Arrival Place	HPIU, offic.		
Actual Date & Time of Travel	13.6.24. (9:30) Am.		
Total Day	20.6.24		
HR Name	Hlang Pam Phyu		
HR Sign	Phyu		
BOH/Authorized Person Name	Zaw Min Myat		
BOH/Authorized Person	[Signature]		

**Advance Clear**

Actual Date & Time of Travel	13.6.24. (9:30 Am.)	Total Day	8 days	
Departure Date & Time	20.6.24 (3:30 Pm.)	Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg MLM to HPIU.	4000		
	Express Chg HPIU to MLM.	4000		
	TA Chg. (8 days) - (8x10000).	80000		
<b>Total Expense (Kyats/USD)</b>		88000		
<b>Cash Advance (Kyats/USD)</b>		100000		
<b>Balance Refund/Additional (Kyats/USD)</b>		12000		

**Job Report Status**

Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung	ASM	29.6.24.	[Signature]
Approved By Dept Head	Aung Ko latt	NSM	9.7.24	[Signature]
Approved By GM/AGM/COO	Sent Sereit Thu	AGM		[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	10.7.24	[Signature]
HR Check & Approved	Swe Swe Win	JH	9.8.24	[Signature]
Cash Received				

**Remark**

Monthly Ground Stock Checking MAC BU

Branch: Mea An Branch

Date: 11/6/2024

No	Business Unit	Brand	Description	Part Number	Opening Balance	Ground Stock Checking Qty	Remark
1	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 20W50, C	721025			
2	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, C	721025			
3	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200)	692332			
4	MAC	VALVOLINE	Valvoline Multi-Grade ATF 4/4L	891551	212	212	
5	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, C	721025	525	525	
6	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200)	692332	2	2	
7	MAC	TEREX	Terex Zc HD Extended Life Hydraulic Oil (7) SAE	2201291	1	1	
8	MAC	VALVOLINE	Champ ATF Multi-Grade ATF 4/4L	891551	45	45	
9	MAC	VALVOLINE	Mobile Delvac ATF 4/4L	891551	12	12	
10	MAC	VALVOLINE	All Fleet Premium 15W40 API CI 4/3L 25L	881118	3	3	
11	MAC	VALVOLINE	Valvoline Super Convent Green	450011	92	92	
12	MAC	MATADOR	Matador AT 20W50 SAE (competitive Grade) 24*1L	adv 1091	24	24	
13	MAC	MATADOR	Matador Premium 15W40 SEMI Max Additive 4*	adv 3002	4	4	
14	MAC	MATADOR	Lithium Grease EP3 NLGI 3 (12*1.5KG)	adv 1707	27	27	
15	MAC	VALVOLINE	Valvoline Multi-Grade ATF 4/4L	891551	8	8	
16	MAC	MATADOR	15W40 CI4 MAS (4x7L)	adv 1107	17	17	
17	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 20W50, C	721025	1	1	
18	MAC	VOLVO	Volvo Gear Oil HD GL-5 SAE 90	VOI15067515	1	1	
19	MAC	VOLVO	Hydraulic Oil, Ultramax AW 46	VOI15067546	1	1	
20	MAC	MATADOR	Matador SAE 20W50 API SG 4T (24*1L)	MTD 101	125	125	
21	MAC	MATADOR	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 107	10	10	
22	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200)	692332	2	2	
23	MAC	VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOI15067404	1	1	
24	MAC	MATADOR	Matador HDDEI Engine oil 15W40, CI4	MTD 110	1	1	
25	MAC	VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	8	8	
26	MAC	MATADOR	Brake Fluid Dot 4 (10*400G)	adv 1700-MAC	30	30	
27	MAC	VALVOLINE	VALVOLINE PREMIUM PROTECTION 10W30 SP 4	897409	4	4	
28	MAC	VALVOLINE	Champ Gear Oil (24x120ml)	900685	40	40	
29	MAC	MATADOR	Matador Engine Oil, All Fleet Premium 15W40, C	MTD 112	6	6	
					1835	1835	0

Spam Admin/  
Nang Ei Ei Zin

Ei

F & A  
Swe Swe Hlang

*[Handwritten signature]*

Wai Lin Aung,  
*[Handwritten signature]*

ABOH  
Zar Ni Hein

*[Handwritten signature]*

TRAVELLING REPORT

Date : .....

Report To	AGM	
Employee Name	Wai Lin Aung	
Position	MAC National Sales	
Department	Consumable	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.6.24 (9:30 Am)	20.6.24 (5:30 Am)
Total Days		
Trip Information	1 From .....	To .....
	2 From .....	To .....
	3 From .....	To .....
Purpose For Travelling		
Travel Date	Activities	Remark
13.6.24.	MLM to HPN.	
14.6.24.	5. visit. U Kyaw Thint workshop. Htoo Myat Htoo shop. Ko Min workshop. Ko Sein Myint workshop.	Barman workshop.
15.6.24.	5. visit. Kan Thor Lin shop. Mye Sel Thint workshop. Ko Daxha workshop. Ngwe Lar shop. Si Pau hji shop	
17.6.24.	10. visit. U Than Win shop. Pyae Shan shop. Lin Latt shop. Ko Uthope workshop. Angel shop. Ko Mye A shop. Ko Soe Mae shop. La Pyae Soe shop. Nyan Chan Aung shop. Luckey Smile shop.	
19.6.24.	5. visit. Aar Phyo workshop. Htoo Pan Kaber workshop. U Rakhaing workshop. Kaung Hlike Soe workshop. Phoe Htoo Lay workshop.	
20.6.24.	HPN to MLM. Total visit. 25 Total order. 26 cases.	

Reported by  
 Sign :   
 Name : Wai Lin Aung  
 Position : ASM.

Checked by  
  
 Sign : Sant Sant Th  
 Name : Sant Sant Th  
 Position : AGM

Approved by  
  
 Sign : San Min Mye  
 Name : San Min Mye  
 Position : ACCO

(DIAGNOM)

(COO)



# ဝင် မှန်ကန်အမြန်ယဉ် (WIN EXPRESS)

မှ ရှိရမည် ⇨ ကျွန်ုပ်တို့ ⇨ ကျွန်ုပ်တို့:မှူး ⇨ ဘီးလင်း ⇨ သထုံ ⇨ မော်ကွန်း ⇨ ဘားအံ

၂၀၁၆ ခု ဇူလိုင် ၂၆ ရက် ( ၁၂ ) ဦး။ ယဉ်ထွက်ချိန် ( ၂:၃၀ ) နာရီ။ နေ့စွဲ ၂၀၁၆.၆.၂၄

ယဉ်အမှတ် -----။ ခုံအမှတ် -----။ ၂၁ -----။ သင့်ငွေ ( 4000 ) တွင်

(ပြိုင်ပွဲအမှတ်မှတ်မှာထားသူများ ကားထွက်ချိန် (မတိုင်မှီ) နာရီဝက် တြိဂဏင်္ဂလောပီ။ (နောက်ကျော တာဝန်ခံပေးပါ။)

မှတ်ချက်  
ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

10:23

67%

KL Ko Aung Ko Latt last seen recently

July 9

9.7.24

CASH ADVANCE CLEAR FORM

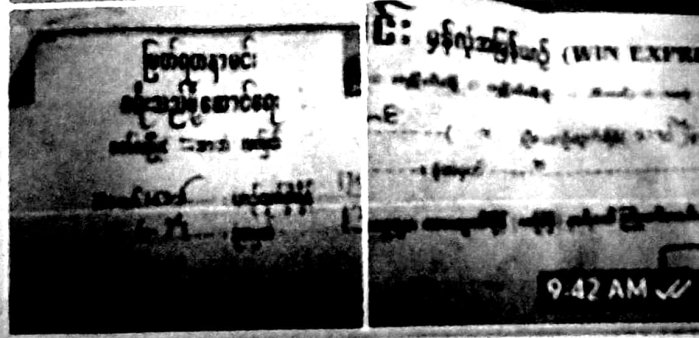
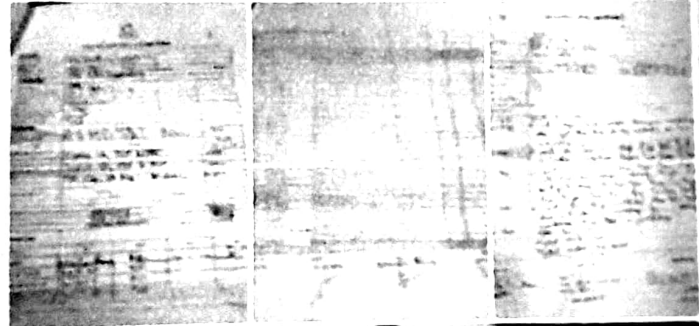
NAME: HPN

NO: National Code

AMOUNT: 100000

No	Item Title	Date	Particulars	Amount	Remarks
1	1 <sup>st</sup> Time Advance			100000	HPN way
2	2 <sup>nd</sup> Time Advance				
3	3 <sup>rd</sup> Time Advance				
Total Advance				100000	
Total Actual				50000	
Balance Refund/Additional				50000	

Checked By: Amy Ko Latt  
 Checked By: Pyae Mye Zin  
 Approved By: Sant Santia



အကိုရှင် KWLA ၏ HPN way TA clear အတွက်  
 Approved လေးပေးပေးဖို့ request လုပ်ပါတယ်ရှင်။

9:43 AM ✓

Mya Kay Khaing  
 အကိုရှင် KWLA ၏ HPN way TA clear အတွက် Approve...  
 Ok pls proceed

10:16 AM