



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-24050007
Voucher Date : 2024-05-08
Employee Name : Zin Marn HteinLin
Employee ID : MAC-EM-0086

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

Expense Reference #	Amount
MAC-XC-24050007	7,200.00

Payment Amount	: 7,200.00
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Remarks : DIRECT PAY, FOR MAY'24, FOR ZIN MARN, FOR OVERTIME TIME CHARGES FOR ODOO, FOR MMK-7,200/-, FOR MKT DEPT.

Date : 8.5.24

Name/NRC No : Zin Marn Htein Linn

Signature : [Signature]

Cashier : Thi Thi Oo

Signature : [Signature]

MG

OVERTIME REQUEST FORM

R/DIV Name : MAC
 Department Name : Trade Marketing
 Reason for Overtime : Overtime for Odoo

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.5.2024	Zin Marn Htein Linn		8:00	2:30	6hr	7,200/-	
Total Hours						6hr	7,200/-	✓
Total Amount								

Requested by
 Sign : *[Signature]*
 Name : Zin Marn Htein Linn
 (Requestor)

Approved by
[Signature]
Win Sander
 (DH)

Approved by
[Signature]
Seint Seint Thu
 (GM/AGM/COO)

Checked by
[Signature]
Hnin Pyint Phyu
 (HR)



CASH CLAIM FORM

Date : 2. 5. 2024

BU/BR/Division : MAC

Department : Trade Marketing

Issue Amount : 7200/- Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Overtime for Odoo

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစာရင်းစစ်ဆေး၊ 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

Requester

Zin Maro Htein Linn

Checked By

Mgr/DH

Pyae Sone Hein

Checked By

Finance & Account

Su Su Thin

Approved By

GM/AGM/COO

Seint Seint Thu

Approved By

CMC/CEO/Chairwoman