

CASH ADVANCE REQUEST FORM

Date : 21.8.24

BU/BR/Division : AT & T

Department : Administration

Advance Issue : 3600000 Kyats/.....USD

Budget Include (or) Not :

Yes Budgeted Title and Amount :
 No Reasons for :

Required For:
 Computer Repair charges (Age Min ^{Laptop} RAM, keyboard, Battery လီရင်)

မှတ်ချက်။
 (၁) ကြိုတင်ငွေများကို သာမန်အားဖြင့် ထုတ်ယူသည့်နေ့မှ (၁၀) ရက်အတွင်း ပြန်လည် စာရင်းရှင်းရမည်။
 (Advance must be cleared within 10 days from issue date)
 (၂) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
 (The amount requested must be properly calculated, checked and verified by respective authorized person)
 (၃) 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 |
| <u>Zin</u> | <u>Lac</u> | <u>Sardar Thura</u> | <u>Maung Maung</u> | <u>21/08/2024</u> |
| Requester | Mgr/DH | Finance & Account | GM/AGM/COO | CMC/CEO/Chairwoman |
| Zin Mar Win | Lac Lac Mon | Zin Mar | Maung Maung | |

04-CFD-CAS-FRM-001-03



NEW COMPUTER & EQUIPMENT REQUEST FORM

Date : 21.8.24

Desktop

Laptop

General Equipment

Equipment Name

: RAM , Keyboard , Battery
150000 80000 130000

Qty

: 1

Unit Price

: 360000/-

Department

: Marketing

DIV/BU/BR

: AT & T

Remark

: It already checked and telegram approved

Request By

Zin

Approved

[Signature]

Approved

Approved By

[Signature]

Request Person

Zin Mar Win

Department Head

Loe Loe Mon

IT Authorise Person

AGM/GM/COO/CEO/MD

Maung Maung

< 236

TinHtooHlaing
last seen 1 minute ago



Unit price : 340000

Department : Marketing

DN/BU/BR : AT&T

Remark : It already checked and telegram approved

| | | | |
|----------------|-----------------|---------------------|-------------------|
| Request By | Approved | Approved | Approved By |
| | | | |
| Request Person | Department Head | IT Authorize Person | AGM/GM/COO/CEO/MD |
| Zin Mar Win | Lee Lee Mon | | Maung Maung |

4:37 PM ✓

4:37 🐾 TELEGRAM

< 211 Maung Min
last seen 11 minutes ago

Forwarded from IT Helpdesk

RAM 8gb - 150,000

Keyboard - 80,000

Battery - 130,000 ပါနော် 11:23 AM

ok 11:23 AM ✓

Forwarded from IT Helpdesk

ဈေးနှုန်းလေးကတော့အပြောင်းအလဲရှိပါ
မယ်နော် 11:24 AM

အိုကေပါ 11:24 AM ✓

Message

I The I'm

Q W E R T Y U I O P

A S D F G H J K L

123 🌐 space return

4:38 PM ✓

Approve ပေးပေးပါဦး အစ်ကို 4:38 PM ✓

Zinmar Win 🍀🌿
Photo

Approved sis

4:44 PM



win.motors



No.898, Thudamar (4/6), Anawrahta Industrial Zone, Patheingyi Highway Road, Hlaing Thar Yar Township, Yangon

Tel : + 95(1) 645 410, 645 420

Fax:

ADVANCE PAYMENT

Voucher No. : ATT-ADV2024080101

To : Zin Mar Win

Voucher Date : 2024-08-22

Due Date : 2024-09-01

Currency : MMK Rate : 0.00016129

Related To :

| Payment Method | Prepared By | Approved By | Status |
|--------------------------|-------------|----------------|-----------|
| Cash On Hand - MMK - ATT | Zin Mar Win | Ko Maung Maung | confirmed |

| No. | Description | Amount |
|------------------------|---|------------------|
| 1 | Advance Payment for Computer repair charges(Plc-Aye Min's laptop, RAM, Keyboard, Battery) from Admin Dept (MMK-200,000/-) | 360000.00 |
| Total : | | 360000.00 |
| Amount Remain : | | 360000.00 |

Note : Zin Mar Win [ATT-EM-0111], Advance Payment for Computer repair charges(Plc-Aye Min's laptop, RAM, Keyboard, Battery) from Admin Dept (MMK-200,000/-)

Date : _____ Name/NRC No : _____ Signature : _____