



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

Tel :

Fax:

ADVANCE CLEARING

Voucher No. : MAC-AC2024030030

To : MI MI ZIN

Voucher Date : 2024-03-18

Advance No : MAC-ADV2024020048

Currency : MMK Rate : 0.00026810

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
	ADV CLEAR NS BUDGET CHGS, FOR MAR'24, FOR FEB'24, FOR TAUNGOO BRANCH SUPPORT ,ASM-WAI LIN AUNG, ADV CHARGES MMK-100,000/-, MAC-ADV2024020048, NS DEPT., FOR ACTUAL CHGS ATM MMK-102,000/-, PV-2,000/-, HR DEPT.			102000.00
Advance Total :				100000.00
Expense Total :				102000.00
Refund / Collect :				-2000.00

Note : ADV CLEAR NS BUDGET CHGS, FOR MAR'24, FOR FEB'24, FOR TAUNGOO BRANCH SUPPORT ,ASM-WAI LIN AUNG, ADV CHARGES MMK-100,000/-, MAC-ADV2024020048, NS DEPT., FOR ACTUAL CHGS ATM MMK-102,000/-, PV-2,000/-, HR DEPT.

Date : 18.3.24

Name/NRC No : Mya Ray Khin

Signature : [Signature]

Cashier : Thi H Co

Signature : _____



CASH ADVANCE CLEAR FORM

Date : 15.3.2024

BU/BR/Division : MAC

Department : National Sales

Advance Issue : 100,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance				100,000/-	Tawngoo way
2	2 nd Time Advance					ASM - was in Aug
3	3 rd Time Advance					
Total Advance					100,000/-	
Total Actual					102,000/-	
Balance Refund/Additional					2,000/-	

Request By

F Joy
M: M: Zin

Requester

Checked By

[Signature]
Aung Ho Latt

Mgr/DH

Checked By

[Signature]
Su Su Thin

Finance & Account

Approved By

[Signature]
Sent Sent Thu

GM/AGM/COO

Approved By

[Signature]
15/3/24
[Signature]

CMC

04-CFD-CAS-FRM-002-03



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	TGO. office.			
Actual Date & Time of Travel	23.2.24. (9:00 Am).			
Total Day				
HR Name	Moe Saw Win.			
HR Sign	[Signature]			
BOH/Authorized Person Name	Theif Cho Win.			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	23.2.24. (9:00 Am).		Total Day	8 days.
Departure Date & Time	1.3.24 (5:15 Pm).		Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
	Expenses. Chg. TGO to MLM.	22000.	22000.	
	TA Chg (8 days). (8x10000).	80000.		
Total Expense (Kyats/USD)		102000.		
Cash Advance (Kyats/USD)		100000		
Balance Refund/Additional (Kyats/USD)		2000.		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung.	ASM.	10.3.24.	[Signature]
Approved By Dept Head	Sent Sent Thu	AGM	15.3.24	[Signature]
Approved By GM/AGM/COO	Sent Sent Thu	AGM		[Signature]
Acknowledged by related Superior for Job Report	Zaw Mm Myad	ACOO		[Signature]
HR Check & Approved	Hnin Pwint Phyu	SH	15.3.24	[Signature]
Cash Received				
Remark				

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
	23. 2. 24. (9: Am).	1. 3. 24 (5:15 Pm).
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
25. 2. 24.	NLP to TCO.	
24. 2. 24.	5. visit. - Ko That Naing Oo. (Quarry). Jaw Pa Pa. (Quarry). U Htun Htun (Quarry).	U Kyaw (Quarry). Jaw Htoo Htoo. (Quarry)
26. 2. 24.	5. visit. - A Lin Young (MCO shop). (MCO shop). Ko Mya Aye (MCO. ws). (MCO ws). U Lu Lar (MCO. ws).	Aung Kabar. U Ko Ko Sae.
27. 2. 24.	5. visit. - U Win Khing Oo. (PCMO. ws). U Min Min. (MCO. shop). U Thee Yee. (MCO. ws).	U Sann Ni. (MCO. shop). Lwin (MCO. ws).
28. 2. 24.	6. visit. - Hlaing Zin Min (MCO. ws). Hlike Tan (MCO. shop). industry). Hero (shop). U Aung Zaw Htet (MCO shop).	GGI (Insurance K. Shin (MCO shop)

Reported by

Checked by

Approved by

Sign :

Name : Wai Lin Aung.

Position : AGM.

Sign :

Name :

Position :

Sign :

Name :

Position :

(DII/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



Ma Hnin Myat Thet

last seen recently

February 9

Dear Ma Hnin ,

I would like to request for ASM travelling approve.

BU -MAC BU for National Sales Team

ASM name -Wai Lin Aung

Travel branch name -Nyaung Lay Pin & Taungoo Branch

Reason-Branch MAC sales support

Trip date-13-2-2024 (Estimate 2 weeks)

Travel plan -Express (MLM-NLP-TGO)

Stay location NLP & TGO office

Advance charges, NLP trip=140,000 ks & TGO trip=100,000 ks

Thanks

Mi Mi Zin

Please approve for NLP & TGO trip Ma Hnin

9:35 AM ✓

MI MI Zin

Dear Ma Hnin , I would like to request for A...

Ok

9:36 AM

Message



Branch Name - Taungoo Branch
 Round Stock Date - (29-Feb-2024)

No	Part No	Unit	Storage Change Qty 1/29/2024	Round Stock Checking Qty	Damage Qty	Diff Qty
1	Valvoline Gear Gard Super 140, GL-5 (1	692079	Can	3	✓	
2	Volvo Lithium Grease EP2	VOE15067640	can	1	✓	
3	Valvoline Engine Oil, All Fleet Premium	692053	Can	2	✓	
4	Valvoline Hydraulic Oil, Ultramax AW 6	692335	Can	4	✓	
5	Valvoline Engine Oil, All Fleet Premium	692054	Bottle	1	✓	
6	Valvoline 4T Premium 20W40, SL, JASO	692247	Bottle	41	✓	
7	Valvoline Engine Oil, All Fleet Premium	724026	Can	1	✓	
8	Valvoline Hydraulic Oil, Ultramax AW 4	692333	can	3	✓	
9	Zerex ZX HD Extended Life RTU AFC 6/	ZXEDRU1	Bottle	10	✓	
10	Champ 4T Scooter 10W30, SL/JASO M	844573	Bottle	35	✓	
11	Champ Gear Oil (60x120ml)	3140115-120	bottle	60	✓	
12	Valvoline Super Coolant-Green	450013	Bottle	11	✓	
13	Valvoline Super Coolant-Green	450012	Can	5	✓	
14	Premium Protection 10W-30 SN Plus 4	887517	Bottle	8	✓	
15	Matador 4T20W50 SG(Competitive Gr	adv 1001	Bottle	32	✓	
16	Matador Premium 10W40 SEMI Mas A	adv 1002	Bottle	3	✓	
17	Matador Premium 10W40 SEMI Mas A	adv 1003	Bottle	24	✓	
18	Matador All Fleet Premium 15W40 CI4	adv 1004	Bottle	4	✓	
19	Matador 15W40 CI4/SL Mas Additive 2	adv 1013	bottle	14	✓	
20	Matador 15W40 CI4/SL Mas 18L	adv 1018	can	1	✓	
21	Premium 10W30 Semi MAS (4*4L)	adv 1190	bottle	20	✓	
22	Lithium Grease EP3 NLGI3 18 KG	adv 1204	can	1	✓	
23	20W50 4T SG JASO MA (1Lx24)	MTD 101	Bottle	120	✓	
24	Spark Plug	PRG7C	Pcs	142	✓	
25	Spark Plug	RC10YC4	Pcs	2	✓	
26	Matador Hydraulic AW 68 18L	adv 1221	can	7	✓	
27	Valvoline Engine Oil, Durablend 10W4	887716	bottle	5	✓	
28	VALVOLINEDURABLEND 10W40 APISP	894333	bottle	4	✓	
29	Matador Premium CI4/SL, 18L	MTD 112	can	3	✓	
30	Matador Premium Engine Oil 15W40 C	MTD 110	drum	1	✓	
			0	568		

Check By *gr*
 Spare Admin
 Moe Swe Win

Wai Lin Ang
 M.A.C. ASM.
 Wai Lin Ang.

Check By Account &
 Finance Admin
 Harry Oo

Acknowledge By *J*
 ABOH
 Thet Cho Win

တန်ဖိုး ဗဏ္ဍိက

မြန်မာပြည်အနှံ့ကားလက်မှတ်အရောင်းဌာန

09-959230071, 09-965700828, 09-777518288, 09-777518388

ခရီးစဉ်	ယာဉ်အမည်	သွားမည့်ရက်
အော်လမြို့		၁. ၃. ၂၄.
အမည်	ထိုင်ခုံအမှတ်	ထွက်ခွါချိန်
စေလင်း၊ ဧကင်	၂၇.	၈:၃၀.
<p>တန်ဆာအပိုပစ္စည်းများအား ကြိုတင်၍ ပြောပေးပါရန်။ ယာဉ်မထွက်မီအလျှင် နာရီဝက် (မိနစ် ၃၀) စော၍ အရောက်လာပေးပါရန်။ ရောင်းပြီးလက်မှတ်ထွက်ပြန်မအပ်ပါ။</p>		၂၂၀၀၀/-