

No. 1947/B , Bo Gyoke Street, Yangon - Patheingyi High Way Road, Hlaing Thar Yar Township, Yangon. Yangon.  
 Tel :  
 Fax:

**ADVANCE CLEARING**

Voucher No. : MAC-AC2024040025

To : MI MI ZIN

Voucher Date : 2024-04-23

Advance No : MAC-ADV2024040007

Currency : MMK Rate : 0.00025575

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR, NS BUDGET CHGS FOR APR'24, FOR SHWEBO BRANCH SUPPORT ,NSM-AUNG KO LATT, ADV CHARGES MMK-100,000/-, MAC-ADV2024040007, NS DEPT, BY MYA KAY KHAING. MAC-AC2024040025, FOR ACTUAL MMK-75,000/-, RV-25,000/-.			75000.00

Advance Total :	100000.00
Expense Total :	75000.00
Refund / Collect :	25000.00

Note : ADV CLEAR, NS BUDGET CHGS FOR APR'24, FOR SHWEBO BRANCH SUPPORT ,NSM-AUNG KO LATT, ADV CHARGES MMK-100,000/-, MAC-ADV2024040007, NS DEPT, BY MYA KAY KHAING. MAC-AC2024040025, FOR ACTUAL MMK-75,000/-, RV-25,000/-.

Date : 29.4.24

Name/NRC No : Mya Kay Khaing

Signature : *Kay*

Cashier : Thi Thi Oo

Signature : *Thi*



### CASH ADVANCE CLEAR FORM

Date: 22.4.2024

Division: MAC

Department: Network Sale

Advance Issue: 100000/- Kyats/          USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance				100,000/-	Shwe Bo way
2	2 <sup>nd</sup> Time Advance					NSM - Aung Ko Lett
3	3 <sup>rd</sup> Time Advance					
Total Advance					100,000/-	
Total Actual					75,000/-	
Balance Refund/Additional					25,000/-	

Request By: M: M. Zin

Checked By: Aung Ko Lett

Checked By: S. S. Thin

Approved By: Sent Sent Thu

Approved By: 2.1.1.17



TRAVEL ADVANCE CLEAR FORM

Cash Advance	100,000 Ks	Intended Date of Travel	3.4.2024 to 7.4.2024
Employer Name	Co Amp ko lat	Total Day	4.5 days
Position Rank	PA	Destination	Branch help for branch support
BU/BU/THV/Dept	MAC BU	Purpose	Find big customers and sell.

<b>Traveling Permit</b>			
Arrival Place	SBO office		
Actual Date & Time of Travel	3.4.2024 @ 11:00 AM		
Travel Day			
HR Name	Phin Thel Hlar Hlering		
HR Sign	Phin		
BU/THV Authorized Person Name	Zin Naingwin		
BU/THV Authorized Person	Zin		

<b>Advance Clear</b>			
Actual Date & Time of Travel	3.4.2024 (8:00 AM)	Total Day	4.5 days
Departure Date & Time	7.4.2024 (9:00 AM)	Arrival Date & Time	7.4.2024 (12:00 AM)

Date	Description	Total Amount	
		Kyats	USD
10.4.2024	MOY to SBO car ticket chg: (15000 x 2)	30000	✓
	Traveling allowance for 4.5 days (10000 x 4) + 5000	45000	✓
Total Expense (Kyats/USD)		75000/-	
Cash Advance (Kyats/USD)		100000/-	
Balance Refund/Additional (Kyats/USD)		25000/-	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared by	Mi mi Zin	Sr. Staff	10.4.2024	Zin
Approved by Dept Head	Sent Sent Thu	AGM		Sent
Approved by GM/AGM/COO	Sent Sent Thu	AGM		Sent
Acknowledged by related superior for Job Report	Zaw Min Myat	ACOO	22.4.24	Zaw
HR Check & Approved	Hnin Punth Phyu	SH	22.4.24	Hnin
Cash Received				

Remark



# TRAVELLING REPORT

Date : ... 3.4.2024 ...

Report To	AGM,	
Employee Name	Ko Aung Ko lat,	
Position	JSM,	
Department	National Sales	
Business	Consumable,	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.4.24 - 8:00 am	7.4.24 - 12:00 pm
Total Days		
Trip Information	1. From ..... Mandalay ..... To ..... Shwebo .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Find - big customers, in shwebo.	
Travel Date	Activities	Remark
3.4.2024 -	go. mandalay to shwebo -	Total order
4.4.2024.	visit ko ko mg. pcmo we. (hot prospect - dealer)	valvoline scooter 240 bottle
5.4.2024.	visit. Pyi Tan padamyar, day la won, A lin young, Padathar - ko la - pcmo.	u gear oil. 240 bottle.
6.4.2024 -	swam Htet Aung, ko Black, See Sen Phygo.	mandalay 15W40. 2-drum
7.4.2024 -	- stock. check. come back to Mandalay.	

Reported by  
 Sign :   
 Name : Aung ko lat  
 Position : JSM.

Checked by  
 Sign :   
 Name : Sent Sent Tun  
 Position : AGM

Approved by  
 Sign :   
 Name : Zaw Mm Myet  
 Position : ACOO

(DII/AGM/GM)

(COO)

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09-777 066 266, 09-945 555 266,  
09-450 081 266  
09-94 1111 266

ရက်စွဲ - ၂-၄-၂၄

အောက်ပါ  
အား (၁) - ၁၅၀၀၀၄ ၉:၀၀နာရီ  
အား - မန္တလေး -

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09-777 066 266, 09-945 555 266,  
09-450 081 266  
09-94 1111 266

ရက်စွဲ - ၃-၄-၂၄

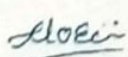
အောက်ပါ  
အား (၁) - ၁၅၀၀၀၄  
အား - မန္တလေး -  
mly -> Shwebo -

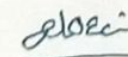
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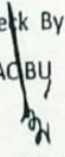
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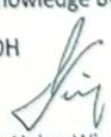
Shwebo Branch  
Stock Date- 6.4.2024

Part No	Unit	Closing Balance QTY	Ground Stock Checking QTY	Damag e Bal	Display Bal	Different Bal	Remark
17	VOE15067197	can	3	3 ✓		2	SRV Job/Aung Thapaya Rice Mill
19	VOE15058186	can	4	4 ✓			
24	VOE15067515	can	2	2 ✓			
25	VOE15067522	can	6	6 ✓			
27	VOE15161234	can	2	2 ✓			
29	692053	can	3	3 ✓			
33	692335	can	2	2 ✓			
43	692249	bottle	45	45 ✓			
60	692333	can	3	3 ✓			
70	844573	bottle	251	251 ✓			
75	3140115-120	bottle	24	24 ✓			
95	450013	bottle	18	18 ✓			
96	450012	Can	3	3 ✓			
98	887517	bottle	2	2 ✓			
99	150035	bottle	4	4 ✓			
104	adv 1002	bottle	20	20 ✓			
106	adv 1004	bottle	2	2 ✓			
132	888811	bottle	3	3 ✓			
135	adv 1216	bottle	12	12 ✓			
144	adv 1198	bottle	10	10 ✓			
154	adv 1200-MAC	bottle	120	120 ✓			
165	adv 1217	bottle	48	48 ✓			
166	MTD 110	drum	1	1 ✓			
169	MTD 112	can	3	3 ✓			
170	900685	bottle	251	251 ✓			
	Total		842	842			

Check By  
S'pare Admin  
  
Noe Noe Win

Check By Account &  
Finance Admin  
  
Noe Noe Win

Check By  
MACBU  
  
Aung Ko Latt

Acknowledge By  
ABOH  
  
Zaw Naing Win