

## VENDOR AND GENERAL BILL & ADVANCE APPROVAL MATRIX:

(Pedrollo, Pragati)

### For Bank Transfer:

#### **Amount BDT 1.00 To 10,000.00**

Requestor ---> Supervisor/In-Charge/Functional Head ---> Departmental Head ---> Audit ---> Accounts Payable ---> Posting Check ---> Cheque Date Assign (Head of Finance) ---> Cheque Issued.

#### **Amount BDT 10,001.00 To 50,000.00**

Requestor ---> Supervisor/In-Charge/Functional Head ---> Departmental Head ---> Audit ---> CFO/ Head of Finance ---> Accounts Payable ---> Posting Check ---> Cheque Issued.

#### **Amount BDT 50,001.00 To Above**

Requestor ---> Supervisor/In-Charge/Functional Head ---> Departmental Head ---> Head of Audit (He may assign someone/approve himself) ---> CFO/Head of Finance ---> COO ---> Accounts Payable ---> Posting Check ---> Cheque Issued.

### For Cash Payment:

#### **Amount BDT 1.00 To 10,000.00**

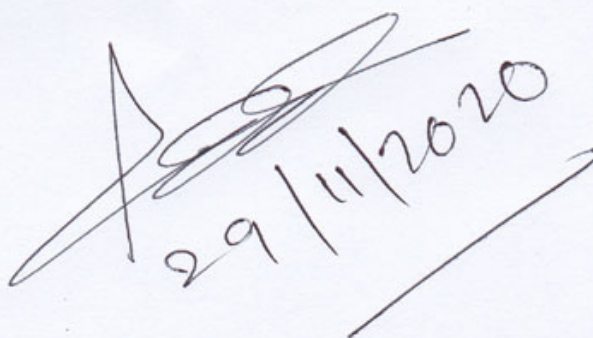
Requestor ---> Supervisor/In-Charge/Functional Head ---> Departmental Head ---> Audit ---> Accounts Payable ---> Posting Check ---> Cash Counter

#### **Amount BDT 10,001.00 To 50,000.00**

Requestor ---> Supervisor/In-Charge/Functional Head ---> Departmental Head ---> Audit ---> CFO/ Head of Finance ---> Accounts Payable ---> Posting Check ---> Cash Counter

#### **Amount BDT 50,001.00 To Above**

Requestor ---> Supervisor/In-Charge/Functional Head ---> Departmental Head ---> Head of Audit (He may assign someone/approve himself) ---> CFO/ Head of Finance ---> COO ---> Accounts Payable ---> Posting Check ---> Cash Counter

  
29/11/2020