

VENDOR AND GENERAL BILL 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 ---► CFO/ Head of Finance ---► Audit ---► Accounts Payable ---► Posting Check ---► Cheque Date Assign (Head of Finance) ---► Cheque Issued.

Amount BDT 50,001.00 To Above

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

Amount BDT 50,001.00 To Above

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

