



GENDER AND DEVELOPMENT FOR CAMBODIA (GADC)

To: Suong Chanlina
Through: Finance Unit
From: Sopheak Seng
Activity: Change Battery Sophorn's Laptop

No.	Location and Date	DESCRIPTION	ESTIMATE COST							NPA	Total
			Donor Activity code	LFA code/Project Code	Account Code	Source of Fund	Quantity	Cost	Time		
1	Phnom Penh	Change battery Sophorn's Laptop			4200					100%	100%
		Change battery					1	Item \$ 48.00	1	Time \$ 48.00	48.00
		Sub-Total:								\$ 48.00	\$ 48.00

Verified by:

Name: Suong Chanlina
Position: Finance and HR Manager
Date: 24 Jan 2022

Prepare by:

Name: Seng Sopheak
Position: IT Officer
Date: 28-01-22

For Acquiring Use Only
Check by:
Name: HANDB
Position:
Date: 01.02.2022