Sub: Petty cash voucher observations

Dear Sir,

Kindly see the attached file and write comments in the Petty cash voucher observations report then send to me along with concerned personnel signatures.

Thanks in advance

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Sub: Petty cash voucher observations

Dear Sir,

Kindly see the attached file and write comments in the Petty cash voucher observations report then send to me along with concerned personnel signatures.

Also send me the monthly budget variance report of your depot for the year 2023.

Thanks in advance

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Dear Sir,

Kindly see the attached file and send to me the Questionnaire on Internal control of Depot Audit through courier service with only concerned personnel signatures.

Also send Audit Report of store part after writing comments and concerned personnel signatures.

Thanks in advance

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Dear Sir,

Please, see the attachment and write comments in the report then send to me along with concerned personnel signatures.

Thanks

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Dear Sir,

Kindly see the attached file and write comments in the Petty cash voucher observations report then send to me along with concerned personnel signatures.

Also give me the monthly budget variance report of your depot for 2023.

Sub: About petty cash voucher file return

We have already sent petty cash voucher file of yours depot through distribution department today. You will communicate with distribution department for collecting petty cash voucher file for the month which is mentioned in the attached file.

We have already sent petty cash voucher file of yours depot through distribution department today. You will communicate with distribution department for collecting petty cash voucher file for the month which is/are mentioned details in the following table:

|  |  |  |
| --- | --- | --- |
| Sales Center Name | Month | No. of Files |
| B. Baria | Jan-Mar’22 | 7,7,8 |
| Rangpur | Jan-Mar’22 | 5,4,4 |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Sales Center Name | Month | No. of Files |
| Barishal |  |  |
| B. Baria |  |  |
| Dinajpur |  |  |
| Faridpur |  |  |
| Jeshore |  |  |
| Kushtia |  |  |
| Khulna |  |  |
| Rangpur |  |  |
| Patuakhali |  |  |

Sub: Acknowledgement of petty cash file

We have received your sales center petty cash voucher file for the month of April’22.

Or

We have received petty cash voucher for the month of july’21 of yours sales center.

Sub: About writing the depot name and date on the left side of every petty cash voucher file.

Please **write the depot name, file no. and date in the left side of every petty cash voucher file** for easily identification and to minimize the risks.

Sub: About writing a forwarding through email for sending petty cash voucher file.

All petty cash In-Charges are requested that you will send a forwarding through email mentioning total file number and month name while sending petty cash voucher files by courier service or truck supervisor or others.

You will also write month name and depot name in the petty cash file carton for easily identification and to minimize the risks.

Sub: About unaudited petty cash file sending to corporate office for april'21

Or **About unaudited petty cash voucher file sending to corporate office**

**Please, send unaudited petty cash voucher file of your depot to internal audit division at corporate office as soon as possible.**

**(If the vouchers have not yet been sent).**

**Please send unaudited petty cash file (april'21 and may'21) to corporate office as soon as possible.**

Or

**Please, send unaudited petty cash file to internal audit division at corporate office as soon as possible (If the vouchers have not yet been sent).**

**Or**

**Please, send unaudited petty cash file for the month of November’21 to internal audit division at corporate office (if not yet sent).**

We have observed that few depots could not send their petty cash file for the month of January’22.

Please, send unaudited petty cash file for the month of January’22 and February’22 to internal audit division at corporate office (if not yet sent).

Dear Colleagues,

We have observed that Dinajpur, Faridpur, Khulna, Kushtia and Patuakhali Sales Center could not send their petty cash file for the month of March’22.

Please, send unaudited petty cash file for the month of April’22 and (March’22 if not yet sent) to internal audit division at corporate office.

Dear Sir,

Please provide us the following data:

1. Sales data both Human & & Veterinary for the period from Jan-March’24 & Jan-March’23
2. Distribution expenditure for the period from Jan-March’24 & Jan-March’23
3. Sales & Marketing expenditure (Human) for the period from Jan-March’24 & Jan-March’23
4. Sales & Marketing expenditure (Veterinary) for the period from Jan-March’24 & Jan-March’23
5. For Rangpur, Dinajpur, Sylhet, Moulvibazar, B.Baria, Norsinghdi, Rajshahi, Pabna, Bogura, Nawgaon, Maijdee & Feni Depots.

Thanks & Best Regards