

ALCAT LOGISTICS COMPANY

Petty Cash Summary

S. No.	Division	Department	Date	Description	Amount	Remarks
1	ALC	Operation	28-Jun	Being Istimara renewal for 09 Vehicles	1,350.00	Detail enclosed
2	ALC	Operation	28-Jun	Being Istimara renewal for 05 Vehicles (No.plate change)	710.00	Detail enclosed
3	ALC	Operation	30-Jun	Being Istimara renewal for 03 Vehicles (No.plate change)	410.00	Detail enclosed
4	ALC	Operation	30-Jun	Being Istimara renewal for 03 Vehicles	450.00	Detail enclosed
5	ALC	Operation	30-Jun	Being Vehicle cancellation charges - 07 Nos	70.00	Detail enclosed
6	ALC	Operation	27-Jun	Being Gate pass for sewage tanker	50.00	Detail enclosed
7	ALC	Operation	30-Jun	Being Istimara renewal for 02 Vehicles (Police report)	200.00	Detail enclosed
8	ALC	Operation	4-Jul	Being AC repair maintenance expense for Camp	650.00	Detail enclosed
9	ALC	Workshop	2-Jul	Being Spare parts expense for Reg.303231	195.00	Detail enclosed
10	ALC	Workshop	28-Jun	Being JCB workshop repair service manual (Online purchase)	211.00	Detail enclosed
11	ALC	Workshop	30-Jun	Being Vehicle towing charges - Reg.186203 & 252128	350.00	Detail enclosed
12	ALC	Workshop	13-Jul	Being Workshop general items expense	219.00	Detail enclosed
13	ALC	Workshop	13-Jul	Being Petrol expense for Mobile puncture vehicles	40.00	Detail enclosed
14	ALC	Workshop	13-Jul	Being Food expense for Mobile puncture workers	100.00	Detail enclosed
15	ALC	Operation	4-Jul	Being Salary advance - For Lc.6647 Kaji Mahato	500.00	Detail enclosed
16	ALC	Operation	4-Jul	Being Salary advance - For Lc.6644 Sagar Tamang	500.00	Detail enclosed
17	ALC	Operation	4-Jul	Being Salary advance - For Lc.6646 Yam Bahadur Tamang	500.00	Detail enclosed
18	ALC	Operation	4-Jul	Being Salary advance - For Lc.6645 Raj Kumar Adhikari	500.00	Detail enclosed
19	ALC	Operation	14-Jul	Being Salary advance - For Lc.6648 Nimal Hemantha	500.00	Detail enclosed
20	ALC	Operation	14-Jul	Being Salary advance - For Lc.6649 Sumith Kumara	500.00	Detail enclosed
				Total	8,005.00	

Prepared By:



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Checked By:



Verified By:

