

### UBD PETTY CASH SUMMARY

Description	Amount - AED
Approved Petty Cash Float (A)	50,000.00
Amount of Bills Submitted for Reimbursement in last petty cash (B)	43,985.00
Based on the requirement of the UBD Unit head, we processed cheque for only AED 15K in last petty cash - (C)	(15,000.00)
Therefore, in last petty cash reimbursement, bills submitted pertaining to AED 43,985 and the cheque processed only for AED 15,000. (AED 28,985 not claimed) & (B - C)	28,985.00
Bills attached for Reimbursement in Current Petty Cash Round Off Amount (D)	16,790.00
Total Amount to be claimed (AED 28,985 + 16,790)	45,775.00
Physical cash available in UBD (AED 50,000 - 45,775)	4,225.00

### Note

As of 10th July 2024, the total amount to be reimbursed is AED 45,775. UBD has sent an email requesting **AED. 35,600** and the reasoning of Expense is mentioned below (Mail Attached)

Description	Amount - AED
1. Vehicle ownership transfer charges (40 vehicle*transfer charges (AED 640 per vehicle)	25,600.00
2. Other expenses ( accommodation rental, drinking water, vehicle fuel, genius payment, supplier payment (Master Skip)	10,000.00
<b>Total</b>	<b>35,600.00</b>

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**Ummsaid Bakery Dubai Branch**

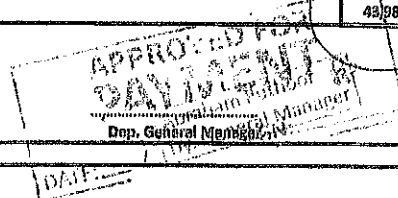
P.O.Box: 998497, Dubai, UAE.


**Petty Cash Payment Summary**

Sr. No	Date	Name of Payee	Amount
1	1-Apr-24	EOSB Payment-Joshua Kwasi -700257 - paid through Finance Department petty cash	995.00
2	1-Apr-24	EOSB Payment-Fazel Kareem-700247 - paid through Finance Department petty cash	3,215.00
3	1-Apr-24	EOSB Payment-Richmond -700239- paid through Finance Department petty cash	1,622.00
4	1-Apr-24	EOSB Payment-Mathew Dabo -700240 - paid through Finance Department petty cash	1,390.00
5	1-Apr-24	EOSB Payment-Dominic -700231 - paid through Finance Department petty cash	1,907.00
6	1-Apr-24	EOSB Payment-Waswa - 700034 - paid through Finance Department petty cash	4,186.00
7	1-Apr-24	EOSB Payment-Jamshaid Malik- 700265 - paid through Finance Department petty cash	1,918.00
8	1-Apr-24	EOSB Payment-Furqan -700268 - paid through Finance Department petty cash	1,392.00
9	1-Apr-24	EOSB Payment-Umar Habib - 700289- paid through Finance Department petty cash	808.00
10	13-Apr-24	Internet Expenses for Staff Accommodation (Universal Global apartments) -Mar'24 (Anil Kumar - ES)	313.95
11	15-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazique	260.02
12	15-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazique	176.04
13	15-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazique	221.08
14	23-Apr-24	EOSB Payment-Jayaprakash - 700106- paid through Finance Department petty cash	9,863.00
15	23-Apr-24	EOSB Payment-Muhammad Sajjad - 700269- paid through Finance Department petty cash	2,176.00
16	24-Apr-24	Dubai Investment Park -March- Supplier Payment	160.08
17	24-Apr-24	Royal Smart - Supplier Payment	780.00
18	24-Apr-24	EOSB Payment-Enoch -700234 - paid through Finance Department petty cash	1,562.00
19	28-Apr-24	Noor Life Pure Water L.L.C-Supplier Payment	157.50
20	28-Apr-24	Dimension Landscape -Mar'24 - Supplier Payment	1,155.00
21	29-Apr-24	Platinum Auto Service - Supplier Payment	200.00
22	1-May-24	Al Qouz Star - Supplier Payment	252.00
23	1-May-24	Master Skip Services L.L.C - Supplier Payment	312.90
24	1-May-24	Small Spare Parts and Maintenance Materials for Engineering Department-Anil Kumar - Engineering Supervisor	188.94
25	1-May-24	Medical Expo Co Pay, Sample Product to Qatar, Food Exp-Gulf Food Exhibition, HHT Device to USB Chrg-Abraham Puthoor	586.78
26	1-May-24	Internet Expenses for Staff Accommodation (Universal Global apartments) -Apr'24 (Anil Kumar - ES)	313.95
27	1-May-24	Painting Charge for 30 rooms - (Vaccate -LaborCamp 200 per rooms)-paid through Finance Department petty cash	2,000.00
28	24-Apr-24	Vat Payment -Q1 -2024 - Via Al Ansari Exchange -paid through Finance Department petty cash	169.50
29	1-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazique	195.01
30	30-Apr-24	Parking Fee,Tyre Repairing Charges and Services - (Reimbursed by Zuhair Shihab Sales Supervisor)	82.00
31	30-Apr-24	Payment for Fumigation, Vehicle Repair& wash, Workmen compensation , Attendance Machine, IT/Internet Disconnection etc-Finance Dept	1,599.25
32	6-May-24	EOSB Payment - Aasim Khan - 700292 - paid through Finance Department petty cash	157.00
33	3-May-24	Pantry Supplies,Parking Fee, Iftar to Company staff, Lunch for Company Guest- HR & Admin (Sam Mohamed)	583.78
34	17-May-24	Dubai Investment Park -April- Supplier Payment	164.66
35	20-May-24	Fuel Charges, Salik Recharge, Pantry Supplies and Vehicle Wash charge- HR & Admin (Sam Mohamed)	364.67
36	21-May-24	Charge for Co. Board Removal, Puncture Repair, Pet Bottle and Sample Product-paid through Finance Department petty cash	895.00
37	21-May-24	Final Internet Expenses for Staff Accommodation (Cancelled-21/05/2024) -May'24 (Anil Kumar - ES)	313.95
38	22-May-24	Dimension Landscape -Apr'24 - Supplier Payment	1,155.00
39	22-May-24	Platinum Auto Service (Vehicle Wash Invoices) - Supplier Payment	225.00
Total Amount :			45,985.06

*Hasim*  
Finance Department

02 JUN 2024



VERIFICATION / AUTHORIZATION

DATE:

### UBD Petty Cash Summary

Description	Amount
Petty Cash Float (a)	50,000
Amount to be reimbursed (b)	43,985
Physical Cash Available (c)	6,015
Total (b+c)	50,000
Difference	-

Based on the requirement by Mr. Abraham, only AED 15K will be reimbursed



# PAYMENT ADVICE

**Ummsaid Bakery Dubai**

Building 25, Street 29, DIP 2

P.O. BOX: 393497 Dubai United Arab Emirates

\*Email :

**Rise**

**PAYEE NAME :**

Paym Date: 29.05.2024

Doc.No: 2462000298

Payment Method :

Exch.rate:

Remarks: 002010

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2462000298	29.05.2024	SK	2462000298	29.05.2024	AED	15,000.00	0.00	15,000.00
Total					AED	15,000.00	0.00	15,000.00

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
				AED	15,000.00	

Amount in Words : Dirham Fifteen Thousand Only

*Heehoi*  
Created

*SE*  
Verified

*AP*  
Abraham Puthoor  
Dy. General Manager  
Authorised

*MD*  
30/05/24

**Receiver's Details**

Kindly Acknowledge the receipts

Name :

Signature :

**Payment Request Approvals**

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

mashreq



المشرق

Bank of Commerce and Finance  
K.S.P.C. 0000000000000000

ISLAMIC DIVISION

Date

29-May-2024

التاريخ

Pay against this Cheque to  
or the Bearer

\*\* SAM MOHAMED SAFFIR MOHAMED SAFFIR \*\*

إدفعوا بموجب هذا الشيك إلى  
أو لحامله

Dinams

\*\* FIFTEEN THOUSAND ONLY \*\*

درهم

د.ش.  
AED

15,000.00

UNIKSAID BAKERY DUBAI BRANCH

Mashreq bank psc

Cheque No.

Account No.

Do not write below this line

لا تكتب تحت هذا الخط

١١٠٠ ٢٠ ١٠١: ٥٠ ٣٣ ٢٠ ١٩ ١١: ١١ ٩ ١ ٢٠٠ ٢٣٠ ١٤ ١١

## Ashfaq Mohamed

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**From:** Faheem Mohamed  
**Sent:** Wednesday, July 10, 2024 8:58 AM  
**To:** Anzar Akbar Deshmukh  
**Cc:** Ashfaq Mohamed  
**Subject:** FW: Petty cash requirement

Thanks and Regards,

**Faheem Mohamed**  
Executive -Accounts



**Umm Said Bakery**  
(A Subsidiary of Zad Holding Company Q.P.S.C)  
PO Box 1444, Doha - Qatar  
Tel: 44489659 | Fax: 44438137 | Mob: 70905583  
Email : [faheem@qbake.qa](mailto:faheem@qbake.qa) | Web : [www.qbake.qa](http://www.qbake.qa)

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**From:** Abraham Puthoor <[abraham@rise-uae.ae](mailto:abraham@rise-uae.ae)>  
**Sent:** Saturday, July 6, 2024 11:06 AM  
**To:** Sam Mohamed Saffir <[sam@rise-uae.ae](mailto:sam@rise-uae.ae)>  
**Cc:** Faheem Mohamed <[faheem@qbake.qa](mailto:faheem@qbake.qa)>; Sameer Mohammed <[msameer@qbake.qa](mailto:msameer@qbake.qa)>  
**Subject:** RE: Petty cash requirement

Dear Faheem/Sameer,

Please process this petty cash request promptly. Since sending a cheque and cashing it is time-consuming, you may transfer the amount to my Mashreq bank account.

Thank you,

Best regards,

Abraham Puthoor  
Deputy General Manager



**Ummsaid Bakery** Dubai Branch

Email ID:[abraham@rise-uae.ae](mailto:abraham@rise-uae.ae)  
Mobile : +971 56 522 4363 | Office : +971 4 88 333 03  
Building 25, Street 29, Dubai Investment Park 2  
P.O:393497, Dubai, UAE

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**From:** Sam Mohamed Saffir <[sam@rise-uae.ae](mailto:sam@rise-uae.ae)>  
**Sent:** Thursday, July 4, 2024 5:47 PM  
**To:** Abraham Puthoor <[abraham@rise-uae.ae](mailto:abraham@rise-uae.ae)>  
**Cc:** Faheem Mohamed <[faheem@qbake.qa](mailto:faheem@qbake.qa)>; Sameer Mohammed <[msameer@qbake.qa](mailto:msameer@qbake.qa)>  
**Subject:** RE: Petty cash requirement  
**Importance:** High

Dear Sir,

Please note below requested details

**Details of anticipated expenses**

<b>Sl No</b>	<b>Particulars</b>	<b>Amount (AED)</b>	<b>Remarks</b>
1	vehicle ownership transfer charges ( Hayasa) AED 640/- per vehicle ( AED 600 Government charges + AED 40 Typing charges)	25,600	AED 640 X 40 vehicles
2	Other miscellaneous expenses ( Drinking water, Genius Payment, Anil accommodation payment for Aug 2024, fuel bills & AED 813 cash shortage for expenses incurred)	10,000	
Total Fund required		35,600 ✓	

[illegible]