

Petty Cash Summary				ALCAT LOGISTICS COMPANY	#P00477-10-2024	
S. No.	Division	Department	Date	Description	Amount	Remarks
1	ALC	HR	3-Oct	Being Pantry expense (Lipton,Coffee mate,sugar,milk & office cleaning items)	✓ 3,339.00	Detail enclosed
				Sub Total	3,339.00	
S. No.	Division	Department	Date	Description	Amount	Remarks
1	ALC	Operation	30-Sep	Being Petrol for Sewage water tanker pump	✓ 2,159.00	Detail enclosed
2	ALC	Operation	15-Sep	Being Petrol expense for replace vehicles	✓ 477.00	Detail enclosed
3	ALC	Operation	31-Aug	Being Meezan Charges	✓ 60.00	Detail enclosed
4	ALC	Operation	31-Aug	Being Charges for Shovel Lifting Charges	✓ 900.00	Detail enclosed
5	ALC	Operation	22-Sep	Being Lab test report charges	✓ 170.00	Detail enclosed
5	ALC	Operation	22-Sep	Being Gate pass Services charges	✓ 180.00	Detail enclosed
				Sub Total	3,946.00	
S. No.	Division	Department	Date	Description	Amount	Remarks
1	ALC	Workshop	5-Aug	Being spare parts expense for Reg No.260057,55943 & 269913	✓ 750.00	Detail enclosed
2	ALC	Workshop	11-Aug	Being spare parts expense Reg No.276419	✓ 150.00	Detail enclosed
3	ALC	Workshop	12-Aug	Being Vehicle Towing Charges Reg No.33478	✓ 750.00	Detail enclosed
4	ALC	Workshop	15-Aug	Being spare parts expense Reg No.181751	✓ 280.00	Detail enclosed
5	ALC	Workshop	19-Aug	Being Petrol for Mobile puncture air compressor	✓ 180.00	Detail enclosed
6	ALC	Workshop	20-Aug	Being General expense	✓ 140.00	Detail enclosed
7	ALC	Workshop	24-Aug	Being food expense	✓ 10.00	Detail enclosed
				Sub Total	2,260.00	
				Total	9,545.00	

Prepared By:

Checked By:

Verified By:

Approved By:

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