

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. 10,000** and the reasoning of Expense is mentioned below (Mail Attached)

Description	Amount - AED
01. Other expenses (accommodation rental, drinking water, vehicle fuel, genius payment, supplier payment (Master Skip)	10,000.00
Total	10,000.00

ASn

Umm Said 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	955.00
2	1-Apr-24	EOSB Payment-Fazel Karsem -700247 - paid through Finance Department petty cash	3,215.00
3	1-Apr-24	EOSB Payment-Richmond -700249 - paid through Finance Department petty cash	1,622.00
4	1-Apr-24	EOSB Payment-Matthew 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 Meillek -700265 - paid through Finance Department petty cash	3,918.00
8	1-Apr-24	EOSB Payment-Furqan -700268 - paid through Finance Department petty cash	3,392.00
9	1-Apr-24	EOSB Payment-Umar Habib -702289 - 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 Hazeque	268.02
12	15-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazeque	176.04
13	15-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazeque	221.08
14	23-Apr-24	EOSB Payment-Jayaprakash -700306 - paid through Finance Department petty cash	9,863.00
15	23-Apr-24	EOSB Payment-Muhammad Sajid -700269 - paid through Finance Department petty cash	2,176.00
16	24-Apr-24	Dubai Investment Park -March- Supplier Payment	160.00
17	24-Apr-24	Royal Smart - Supplier Payment	780.00
18	24-Apr-24	EOSB Payment-Enoch -700234 - paid through Finance Department petty cash	1,567.00
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 Qoz Star - Supplier Payment	252.00
23	1-May-24	Master Skip Services L.L.C - Supplier Payment	312.00
24	1-May-24	Small Spare Parts and Maintenance Materials for Engineering Department-Anil Kumar - Engineering Supervisor	188.94
25	1-May-24	Medical Exp Co Pay Sample Product to Qatar,Fond Exp-Gulf Food milbotton,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 10 rooms -(Veccate -LaborCamp 200 per rooms)-paid through Finance Department petty cash	2,000.00
28	24-Apr-24	Vat Payment -Q1 -2024 - Vin Al Ansari Exchange -paid through Finance Department petty cash	169.50
29	1-Apr-24	Fuel Charges For Replacement Car - Reimbursed by Hazeque	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,Etslat Disconnection etc-Finance Dept	1,599.25
32	6-May-24	BOSB Payment - Aslam Khan -700292 - paid through Finance Department petty cash	157.00
33	9-May-24	Pantry Supplies,Parking Fee,Ifttar to Company staff,Lunch for Company Guest- HR & Admin (Sam Mohamed)	503.78
34	17-May-24	Dubai Investment Park -April- Supplier Payment	164.66
35	20-May-24	Fuel Charges,Sulik 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	122.00
Total Amount:			43,985.06

Shehnai

Finance Department

02 JUN 2024

APPROVED
DAILY
Dep. General Manager

VERIFICATION / AUTHORIZATION

DATE:

UJD 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



Ummisaid Bakery Dubai

Building 25, Street 29, DIFC 2

P.O. BOX: 393497 Dubai United Arab Emirates

Email:

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

Jeehoi
Created

E
Verified

AP
Abraham Puthoor
Dy. General Manager
Dy. General Authorised

Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

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



مصرف
المشرق

ISLAMIC DIVISION

Date

29-May-2024

الجميل

Pay against this Cheque to
or the bearer

** SAM MOHAMED SAFFIR MOHAMED SAFFIR **

يرسلونه بموجب هذا الشيك إلى
أو لأهله

Dhahra ** FIFTEEN THOUSAND ONLY.**

درهم

AED 15,000.00

UNSAID BAKERY DUBAI BRANCH

Mashreqbank psc

Cheque No.

Account No.

Do not write below this line

100 20 101 5033 20 19 1249 1 200 230 140

Ashfaq Mohamed

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 | Web : www.qbake.qa

From: Abraham Puthoor <abraham@rise-uae.ae>
Sent: Saturday, July 6, 2024 11:06 AM
To: Sam Mohamed Saffir <sam@rise-uae.ae>
Cc: Faheem Mohamed <faheem@qbake.qa>; Sameer Mohammed <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
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>
Sent: Thursday, July 4, 2024 5:47 PM
To: Abraham Puthoor <abraham@rise-uae.ae>
Cc: Faheem Mohamed <faheem@qbake.qa>; Sameer Mohammed <msameer@qbake.qa>
Subject: RE: Petty cash requirement
Importance: High

Dear Sir,

Please note below requested details

Details of anticipated expenses

Sl No	Particulars	Amount (AED)	Remarks
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 ✓	

Posting Date	Document Date	Vendor Name	Document Number	Document Type	Description Text	Local Currency	Amount in Local Currency
5/23/2024	5/23/2024	NOOR LIFE PURE WATER L.L.C	2434000260	KZ	water bottle -March	AED	-210.00
5/23/2024	5/23/2024		2462000296	SK	Medical Esxp-Co Pay Reimbursement -Self and wife	AED	-181.12
5/23/2024	5/23/2024		2462000297	SK	Sample Product to Qbake	AED	-90.40
6/1/2024	6/1/2024		2462000299	SK	Fuel Charge- (VIP tag removed)	AED	-478.19
6/1/2024	6/1/2024		2462000300	SK	Vat on Fuel Charge- (VIP tag removed)	AED	-23.81
6/1/2024	6/1/2024		2462000301	SK	Car Wash-Zuhair Shihas	AED	-10.00
6/6/2024	6/6/2024	DIMENSION LANDSCAPES L.L.C	2434000269	KZ	Garden Maintenance-May'24	AED	-1,155.00
6/10/2024	6/10/2024	GENIUS BUSINESSMEN SERVICES & DOCUMENTATION	2434000271	KZ	Genius-Visa Cancellation -May'24	AED	-901.95
6/10/2024	6/10/2024	ENOC RETAIL L.L.C	2434000273	KZ	ENOC cHRGES-MAY'24	AED	-1,774.00
6/10/2024	6/10/2024		2462000302	SK	Round off Amt-ENOC Transfer-May'24	AED	-8.00
6/12/2024	6/12/2024	DUBAI INVESTMENT PARK DEVELOPMENTS	2434000275	KZ	DIP Charges-May'24(Sewerage & Irrigation)	AED	-100.62
6/12/2024	6/12/2024		2462000303	SK	Decimal Difference-DIP-May'24 Payne	AED	-0.38
6/19/2024	6/19/2024	UNIVERSAL GLOBAL DMCC	2434000277	KZ	Maintenance Charge-Universal Global Staff Accomm.	AED	-3,500.00
6/19/2024	6/19/2024		2462000304	SK	water bottle pet 500ml	AED	-20.00
6/19/2024	6/19/2024		2462000305	SK	Etisalat Sim Disconnection- 056225604	AED	-53.55
6/19/2024	6/19/2024		2462000306	SK	CT Registration Charge	AED	-790.00
6/19/2024	6/19/2024		2462000307	SK	Rep&Maintenance Computer network Cable	AED	-400.00
6/19/2024	6/19/2024		2462000308	SK	A/C Water Leakage Repair Charges	AED	-200.00
6/20/2024	6/20/2024	MASTER SKIP SERVICES LLC	2434000283	KZ	Master Skip- May-2024	AED	-625.80
6/20/2024	6/20/2024		2462000309	SK	Painting Charge -01 Rooms Vaccate Labor Acco	AED	-200.00
6/20/2024	6/20/2024		2462000310	SK	Normal OT - Girli Raj -700296 - may'24	AED	-83.00
6/20/2024	6/20/2024		2462000311	SK	Leave Salary up to 31/05/2024 - Girli Raj -700296	AED	-400.00
6/27/2024	6/27/2024		2462000312	SK	Medical Esxp-Co Pay Reimbursement -Self and wife	AED	-112.56
6/27/2024	6/27/2024		2462000313	SK	Car Wash - DGM	AED	-52.50
6/27/2024	6/27/2024		2462000314	SK	Fuel Expenses- Mr. Abraham	AED	-596.48
6/27/2024	6/27/2024		2462000315	SK	Pen Drive for Office Use	AED	-15.00
6/27/2024	6/27/2024		2462000316	SK	Air Ticket for QW Medical	AED	-2,297.10
6/27/2024	6/27/2024		2462000317	SK	Vat on Fuel Charge-Zuhair (Aftr VIP tag removed)	AED	-37.33
6/27/2024	6/27/2024		2462000318	SK	Car Wash-Zuhair Shihas	AED	-10.00
6/27/2024	6/27/2024		2462000319	SK	Fuel Charge-Zuhair (Aftr VIP tag removed)	AED	-746.53
6/27/2024	6/27/2024		2462000320	SK	Fuel Charge-Sam (Aftr VIP tag removed)	AED	-1,021.71
6/27/2024	6/27/2024		2462000321	SK	office Pantry Items	AED	-126.96
6/27/2024	6/27/2024		2462000322	SK	Car Wash-Sam	AED	-30.00
6/27/2024	6/27/2024		2462000323	SK	Medical Reimbursement-Monirul	AED	-542.00
6/27/2024	6/27/2024		2462000324	SK	Round Off Amount	AED	-0.01
						AED	16,790.00