

**Ummsaid Bakery Dubai Branch**

P.O.Box: 393497, Dubai, UAE.

**Rise**
**Petty Cash Payment Summary**

Cheque Date		30-Apr-23	Name of Payee	Cheque Number	001716
Sr. No	Date				Amount
1	22-Mar-23		Parking Fee ,Garbage bag , Air Freshner, Photo,Car Wash etc & Pantry Supplies- HR & Admin (Sam Mohamed)		1,428.20
2	23-Mar-23		Coin counting Machine - Service Charge -(S/N:0643180730064)-Finance Department		577.00
3	23-Mar-23		Alhudaib Advanced Hygiene Technologies		447.30
4	23-Mar-23		EOSB Payment-Ashkar Salim - 700085 ✓		3,089.00
5	24-Mar-23		Off Day Oven Duty Allowance - Feb'23 - Finance Department ✓		1,574.37
6	24-Mar-23		Oven Duty Allowance - Feb'23 - Finance Department ✓		1,800.00
7	24-Mar-23		Ali Faraj Equipment & Machinery Trading Co.		341.25
8	24-Mar-23		Gargash Enterprises L.L.C <i>Don't vehicle repair</i>		1,543.50
9	24-Mar-23		Recovery Service,Parking Fee,Recharge & Weight Sticker -Sales Vehicle- Isham(Fleet)		586.49
10	30-Mar-23		Fuel for Replacement Car,Product Samples & Medical Expense-Co-Pay Reimbursement - Abraham Puthoor		170.10
11	31-Mar-23		Distribution Permit AUH & DXB and Recharge of Salik and Darb Account - Finance Department <i>monthly permit</i>		8,011.00
12	3-Apr-23		Internet Expenses for Staff Accommodation -Mar'23 (Anil Kumar - ES)		313.95
13	3-Apr-23		Internet Charge for Staff Executive Accommodation-Mar'23-Muhammad Shahr AP-Storekeeper.		313.95
14	3-Apr-23		Fuel (Limit Exceed) Expenses- (Zuhair Shihas - Sales Supervisor)		935.00
15	3-Apr-23		Parking Fee, Car Wash-(sales Vehicle) & Product Sample -(Zuhair Shihas - Sales Supervisor)		741.50
16	4-Apr-23		Ifthar Meal (on Cash Collection Duty) - (Anwar -Accountant) <i>Don't approval</i>		180.00
17	5-Apr-23		Al Mas Cleaning Mat Tr.LLC		435.75
18	5-Apr-23		Khalid & Alam Lathe Workshop		724.50
19	5-Apr-23		Khalid & Alam Lathe Workshop		714.00
20	5-Apr-23		Traffic Fine,Microphone &Speaker for Conference room,Shelf Rent (Aasima Coop) & Car wash(Azeem) - Finance Dep		3,223.90
21	6-Apr-23		Noor Life Pure Water <i>Don't Debit; from employee salary</i>		224.18
22	10-Apr-23		Small Spare Parts and Maintenance Materials for Engineering Department-Anil Kumar -Engineering Supervisor		889.88
23	10-Apr-23		Recovery(Karama to DIP),Seat Repairing(V-10887,T-31753,V-87190),Petrol& Car Wash - Isham (Fleet)		547.50
24	11-Apr-23		EOSB Payment - Risvan - 700272 ✓		3,039.00
25	11-Apr-23		Shelf Rent- Shelf Rent for the month of Mar'23 ✓		1,600.00
26	12-Apr-23		Bed Frame for Labour Accomodation,Parking Fee & Fuel foe Spare Vehicle(Admin) - HR & Admin (Sam Mohamed)		593.00
27	12-Apr-23		Storage box,Indoor Plant and Pot(Office),Filter head for diesel tank,Plastic bin etc.-Ajmal Aboobacker(PE)		1,291.17
28	17-Apr-23		FoodWatch Registration Renewal for one year - Dubai Municipality		1,020.00
29	18-Apr-23		Ifthar Meal for Employees- HR & Admin (Sam Mohamed) <i>CEO approval attached</i>		2,466.00
30	18-Apr-23		Office Pro Goods Trading L.L.C - Office Stationery		431.03
31	20-Apr-23		EOSB Payment - Shehin Shibill - 700280 ✓		2,523.00
32	20-Apr-23		EOSB Payment - Ansudeen Shahul Hameed - 700277 ✓		2,446.00
33	24-Apr-23		Ifthar Meal (on Cash Collection Duty) - Adeel Asif-Accountant <i>Don't approval</i>		120.00
34	29-Apr-23		Traffic Fine(700248,267,090,170,217,279),TCFloat-700284 & Salik Recharge-Finance Department <i>Fine from employee salary</i>		5,236.50
35	30-Apr-23		Fuel Expenses(Filled in Al Ain -No ENOC Station-Veh-31755 & 83994)- (Zuhair Shihas - Sales Supervisor)		235.00
Total Amount :					49,813.02

*Handwritten signature*

Finance Department

VERIFICATION / AUTHORIZATION

**APPROVED FOR  
PAYMENT**

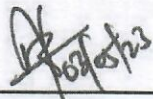
Dep. General Manager

Abraham Puthoor  
Dy. General Manager

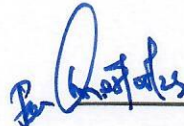


**UMM SAID BAKERY DUBAI BRANCH**  
**PETTY CASH REIMBURSEMENT**  
**30/04/2023**

Petty Cash	
Description	Amount
<b><u>Claim Period From 22-March-2023 To 30-April-2023</u></b>	
Opening Balance as on 22-March-2023	50,000.00
Closing Balance as on 30-April-2023	50,000.00
Cheque Under Signature	
Paid Bills Pending for Reimbursement	
IOU from Sales Revenue	
Employee Advance	
Actual Physical Cash in Hand	186.98
Bills Ready for Reimbursement (Attached)	49,813.02
Variance	(0.00)
Approved Petty Cash Float	50,000.00



Requested by  
Azeem



Verified by  
Sameer Mohammed