

ZAD HOLDING COMPANY Q.P.S.C

Summary of petty cash expenses

S.No.	Voucher No.	Payee Name	Description	Amount
1	2334002083	MD Nayeem	Gear Oil & Filter Change for vehicle reg #588354	650
2	2334002085	MD Nayeem	Door lock repair for Vehicle Reg #156958	800
3	2334002089	Akbarkhan Muhammed	Salary Advance to Akbarkhan Muhammed(New Employee)	500
4	2334002161	Ashraful Alam	Advance to Ashraf for Auditor Food Arrangement	500
5	2334002212	Uma Suthan	Radiator Cap Purchased for Vehicle Reg #502762	40
6	2334002223	Essam Omar	Frame for Sheikh Tamim & Sheikh Hamad	1,500
7	2362000161	Hussein Rassawala	Health card renewal for hussain rassawala's family	200
8	2362000162	Uma Suthan	Vehicle inspection for veh reg #602499 & 774285	300
9	2362000163	Uma Suthan	Wheel alignment for veh reg #71645	30
10	2362000164	Uma Suthan	Tyre fitting charges for veh reg #602499	50
11	2362000165	Shahbaz Ahmad	RP renewal for Shahbaz's family (2nd year)	800
12	2362000166	Shahbaz Ahmad	Health Card renewal for Shahbaz's Daughter	100
13	2362000167	Hassan Abdus Sathar	Parking ticket for admin vehicle (Cheque Deposit)	12
14	2362000169	Ashraful Alam	Food arrangement for auditor (Dated:17.05.2023)	20
15	2362000172	Makki Ahmed	HC renewal for Makki Ahmed Daughter	100
16	2362000173	Uma Suthan	Technical Inspection for Vehicle Reg #592265	150
17	2362000174	Uma Suthan	Technical Inspection for Vehicle Reg #156958	150
18	2362000175	Uma Suthan	Key Battery for Vehicle Reg #774285 (Lexus)	15
19	2362000176	Uma Suthan	Tyre Puncture Repair for Vehicle Reg #502762	30
20	2362000177	Uma Suthan	Fuel Refilling for Vehicle Reg #894016	155
21	2362000178	Ashraful Alam	Food arrangement to KPMG Auditor (23.07 to 03.08)	242
22	2362000179	Ashraful Alam	Key for Shahbaz & Khaja Cabin	10
Total petty cash reimbursement amount				6,354

Prepared By:

*M.M
13/05/2023*

Verified By:

*AB
13/05/2023*