

**UMM SAID BAKERY**  
**PETTY CASH REIMBURSEMENT SUMMARY**  
**FLEET DEPT**  
16-Dec-2025

Description	Amount
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**Claim Period as on 15th December 2025**

Closing Balance as on 15-December-2025 30,000.00

Cheque Under Signature 20,229.00  
Paid Bills Pending for Reimbursement -  
Advance Cash - Employee and Others -  
**Actual Physical Cash in Hand** 816.00

**Bills Ready for Reimbursement (Attached)** 8,955.00

Approved Petty Cash Float	30,000.00
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**Requested by**

Manoj Kumar

  
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**Approved by**

Finance USB

