

# Cash Purchase Memo

To, Account Department

Final Approval

Mr. D.V. Keskar

(Business Head WNR)

Through proper channel

Mr. S.N. Gaikwad

(GM Gear MFG & Purchase)

**Sub: - Approval of Cash purchase**

Dear Sir,

I am Mr. Avinash Anpat Ticket No-4579 Working in gear division as a Fitter (Grade-C3), I have Purchased Boiler Suit at HSL. Vishakhapatnam for working on Gear box in Ship. Due to HSL has not allowed to working without Boiler suit.

Requested to you please approve My Cash purchase memo,

Details & Bill are attached as below.

Sr. No	Date	Description	Quantity	Amount
1	03/06/2024	Boiler Suit	2 No's	1500/-

Yours faithfully,

Mr. Avinash Anpat

(Gear Fitter Grade-C3)