



## AKSID CORPORATION LIMITED

AKSID  
CORPORATION

Ref: AK/HR/NS/BS/July-01

### Bill Submission Policy against advance (IOU)

Issued	July 11, 2017
Effective	July 20, 2017
Owner	Finance & Accounts
Approved by	Managing Director

This is to inform that, the Management of AKSID Corporation Limited decided, all adjustment bill against advance (IOU) has to be submitted within 5 working days from the receipt date of advance. If anyone fails to submit the bill within 5 working days, Accounts will stop to receive the bill and advance end user need to go management team to get approval for bill submission with authentic explanation.

#### Required documents for bill submission:

1. Original Invoice/Bill copy with clear product description and the Sign of Vendor/Seller.
2. Money receipt (Original Copy).
3. Original Challan with the sign of store keeper / receiver.
4. Vendor selection Analysis (Comparative Statement) report. (needed over BDT 15,000 purchase value)
5. Approved requisition/email.

**Special Note:** For Engineering department, the project bill has to be submitted within 5 working days after completion of project works.

**Execution:** All department and project office of AKSID Corporation Limited.

Management of AKSID Corporation Limited has right to change the policy without farther any notice.

Saud Anam  
Managing Director

