**OPR for Attach Cheque, Voucher, E-mails and Supporting**

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| **SUBJECT** | OPR for Attach Cheque, Voucher, E-mails and Supporting |
| **RECORDER (Name Designation)** | Sajith Asanka – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 03/08/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

After printing cheques and vouchers attach relevant following supporting documents

1. E-mails printout with approval code
2. Bill
3. GRN
4. Po
5. Quotations
6. Other suporting