**OPR for Signatures for Vouchers & Cheque**

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| **SUBJECT** | OPR for Signatures for Vouchers & Cheque |
| **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 |

Put the signature as prepared by me and get Checked By, Approved By signature for Payment voucher

Gut the Authorized signatures for the Cheques