

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-014/PIP80000/2025-S4
 Tanggal : 24 Januari 2025
 Kepada : Finance Manager PMEP
 Dari : Director PMEP

Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :
 Memorandum Direktur No 007700/PM0000/2017-S4 Tanggal 22 Desember 2017 perihal Permohonan Pembukaan Petty Cash.

Terlampir dokumen pendukung pembayaran:-

1. Description of expense
2. Resit pembayaran

| No. | Date | Description | Amount (MYR) |
|--------------|------------|--|-----------------|
| 1 | 22/10/2024 | Meeting refreshment - PMEP meeting room refreshment for staff (TCM) | 47.25 |
| 2 | 9/12/2024 | Refreshment - PHE visit to PMEP office (Coffee and fruits) | 65.65 |
| 3 | 10/12/2024 | Meeting refreshment - Pertamina - Vestigo Sharing Session (Coffee) | 117.00 |
| 4 | 24/12/2024 | Office cleaning | 1,850.00 |
| 5 | 31/12/2024 | Corporate gift - Meeting (Bogor) 8 unit + 4 unit - PMEP meeting room - Finest Bake Tarts | 336.00 |
| 6 | 14/1/2025 | Corporate gift - Meeting (Bogor) 3 - PMEP meeting room - Finest Bake Tarts | 84.00 |
| 7 | 14/1/2025 | Durian - Corporate gift SHU | 780.35 |
| 8 | 16/1/2025 | Office supplies - Knife, Sweep, USB Fan, Kitchen towel - DIY | 37.60 |
| 9 | 21/1/2025 | Nasi Padang - PMEP Meeting ICT & Finance (KL) (Grab food) | 161.04 |
| Total | | | 3,478.89 |

Untuk Pembayaran : Top-up petty cash
Jumlah : MYR 3,478.89
Due Date : 28 Januari 2025

Agar dibayarkan kepada :

Nama Vendor/Pekerja : Jamaluddin Sidek
 Nama Bank : Maybank Berhad
 Atas Nama Rekening : Jamaluddin Sidek
 Bank Acc No. : 1140 8585 9356
 Cost Center : AI0201001
 Cost Element : 6001002100

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar dan absah untuk dibayar. Dokumen-dokumen terkait yang tidak dapat dilampirkan pada Surat Permintaan Proses Pembayaran ini disimpan di tempat kami dan dapat diperlihatkan kepada Fungsi Keuangan apabila diperlukan.

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut di tempat Saudara.

PT Pertamina Malaysia EP
Director,



Eva Fadlila (Jan 24, 2025 22:19 GMT+8)

Eva Fadlila



3 - Vestigo

Subject Your Grab E-Receipt
From <no-reply@grab.com>
To: <ana_martinez511@yahoo.com>
Date 10 Dec 2024 at 9:38 AM



Hope you enjoyed your food!

TOTAL

MYR 117.00

DATE | TIME

10 Dec 24 09:01 +0800

Booking Details

GrabFood

Ana

40749318-C631VKJYHAJWRE

Kenangan Coffee - Suria KLCC

Personal

Receipt Summary

Visa 9423

15x **Americano** MYR 123.00
Regular
Hot
Kenangan Blend
Sugar Syrup
Packaging Fee

Subtotal MYR 123.00
incl. Tax MYR 7.05
PICKUP5 - MYR 6.00

TOTAL (INCL. TAX) MYR 117.00

RATE YOUR MEAL!



4

OFFICIAL RECEIPT 正式收据

Receipt No. 04266

Date
日期

Received From
Diterima Oleh 兹收到

Mustimah

The Sum Of
Jumlah 来银

Satu Ribu Lapan Ratus Lima Puluh

Ringgit Malaysia

In Payment Of
Bayaran Untuk 系还

Office Cleaning

RM

1,850.00

Cash / Cheque No. 现银 / 支票 :

Bank:

Issued By Diisu Oleh 经手人

unicorn™

3

 HongLeong Bank

FINEST BAKE
K-A-10, CONCOURSE LEVEL,
AMPANG MALL,
241, SURIA KLCC, KUALA LUMPUR
CITY CENTRE,
W.PERSEKUTUAN, KL.

HOST MYDEBIT
MERCHANT ID 048800002015
TERMINAL ID 477
BATCH NO 41866595
000284

SALE

MyDebit
CARD NO

*****9423

DATE/TIME 31DEC2024 10:18:11
TRACE NO 039389
INVOICE NO 007758
ENTRY TYPE CONTACTLESS
REF NO 014741039389
APPROVAL CODE 541220
ACCOUNT TYPE DEFAULT

TOTAL RM 168.00

ARQC 8834F49C637A75FD
AID A0000006150001
TVR 0400008000

NO PIN REQUIRED
NO SIGNATURE REQUIRED

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGREEMENT

CUSTOMER COPY
Version 1.02.01.160

~~6x28 unit~~

6 unit x
RM 28 (p.u)

Cash

FINESTBAKE FOODS SDN BHD (847062-V)

No. 48, Jalan 16, Off Jalan Haji Sirat, Batu
Belah, 42100 Klang, Selangor.

TEL: 603-33417685 FAX: 603-33430737

SST ID No: B10-1808-21027829

Suria KLCC Outlet :

K-A-10, Suria KLCC, 50088 K.L.

INVOICE

Cash Sales

1. MELTING PINEAPPLE TARTS

6 X 28.00 - 168.00

Total Sales 168.00

Round Adj. 0.00

Final Total 168.00

CASH 0.00

CHANGE 0.00

INV NO: KL-291309 Date: 31/12/2024

✓ Payment: OTHERS 168.00

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FINESTBAKE FOODS SDN BHD (847062-V)

No. 48, Jalan 16, Off Jalan Haji Sirat, Batu
Belah, 42100 Klang, Selangor.

TEL: 603-33417685 FAX: 603-33430737

SST ID No: B10-1808-21027829

Suria KLCC Outlet :

K-A-10, Suria KLCC, 50088 K.L.

INVOICE

Cash Sales

1. MELTING PINEAPPLE TARTS

3 X 28.00 - 84.00

Total Sales 84.00

Round Adj. 0.00

Final Total 84.00

CASH 0.00

CHANGE 0.00

INV NO: KL-293809 Date : 14/01/2025

Payment : MASTER 84.00

⑦ Corporate gift
(SHU)

| | |
|---|---------------------|
| Durianman (1998) Sdn Bhd. (1255933-D) | |
| Invoice | |
| DURIANMAN (1998) SDN BHD (FKA Durian SS TWO (1998) Sdn Bhd) (1255933-D) Lot 7680 Jalan SS2/24, PJ Sel (Behind BHP Station) | |
| Company Address | |
| Invoice No. | SS2C2450479 |
| Date | 14/01/2025 06:38 PM |
| Member | |
| Member Name | |
| Terminal | SS2C2 |
| Cashier | JOE |
| DESC | U. PRICE DISC AMT |
| QTY | RM RM |
| Black Thorn 黑刺 | |
| 9.620 * | 78.00 0.00 750.36 |
| TRANSPORTATION | |
| 1.000 * | 30.00 0.00 30.00 |
| Sub Total (Exclusive Tax) : | 780.36 |
| Rounding Adjustment : | -0.01 |
| Rounded Total (RM): | 780.35 |
| PBBONLINE : 780.35 | |
| Transaction Balance Info | |
| Current Credit Bal : | 0 |
| Delay Credit Bal : | 0 |
| Total Credit Bal : | 0 |
| www.durianman.com.my | |
| durianman1998@gmail.com | |
| +6012-234 5619 | |
| +6018-234 5619 | |
| Please scan QR to request E-Invoice | |

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MR. D.I.Y. (KUCHAI) SDN BHD
(CO.REG : 750441-W)
LOT 1851-A & 1851-B, JALAN KPB 6,
KAWASAN PERINDUSTRIAN BALAKUNG,
43300 SERI KEMBANGAN, SELANGOR
(AVENUE K, AMPANG)
-INVOICE-

| + | | |
|-----------------------------------|-----------|-------|
| ----- | | |
| NYLON BROOM-IRON HANDLE 918 2.5' | | |
| 9555221300404 | 1 X 8.90 | 8.90 |
| KITCHEN TOWEL 33*33CM 2PCS 71386# | | |
| 9090822 | 1 X 4.50 | 4.50 |
| USB RC BR CLIP FAN 4 INCH 2B113 | | |
| 6972206772798 | 1 X 16.50 | 16.50 |
| MR DIY SHOPPING BAG-L | | |
| 9037954 | 1 X 2.20 | 2.20 |
| KNIFE 12CM #KA04 | | |
| 8976786 | 1 X 5.50 | 5.50 |

Item(s) : 5 Qty(s) : 5

| | |
|----------------------|----------|
| Total | RM 37.60 |
| EDC | RM 37.60 |
| APPROVAL CODE:556521 | |
| *****9423 (DEBIT) | |

-- Cashless Transaction Information --

=====

| | |
|--|---------------------|
| CardNumber | 463225XXXXX9423 |
| ApprovalCode | 556521 |
| RRN | 501606111651 |
| TransactionTrace | 111651 |
| BatchNumber | 001049 |
| HostNo | 04 |
| TerminalID | 40049201 |
| MerchantID | 6601309621 |
| TC | BB82A60244FFA161 |
| CardType | DEBIT |
| Date/Time | 16/01/2025 14:06:58 |
| Total | RM37.60 |
| CardEntryMode | CONTACTLESS |
| NO PIN REQUIRED,NO SIGNATURE REQUIRED | |
| *-----* | |
| 16-01-25 14:07 SH01 B045 T3 R000477015 | |
| OPERATOR AVKC - PUNITHA | |

EXCHANGE ARE ALLOWED WITHIN
7 DAYS WITH RECEIPT.
(FOR E-INVOICE- ONLY PERMITTED AT THE
ORIGINAL STORE OF PURCHASE)
STRICTLY NO CASH REFUND.

REQUEST FOR E-INVOICE ARE PERMITTED
ONLY UP TO 3rd DAY OF THE
FOLLOWING MONTH AND MUST BE MADE
AT THE ORIGINAL STORE OF PURCHASE

9

Subject Your Grab E-Receipt
From Grab <no-reply@grab.com>
To: <ana_martinez511@yahoo.com>
Date 23 Jan at 12:05 PM



Hope you enjoyed your food!

TOTAL

RM 55.08

DATE | TIME

Pick-up time: 23 Jan 25 11:20 +0800

Booking Details

GrabFood

Ana

A-7E2607XWWEH5

Restoran Sederhana - Kampung Bharu

Pertamina

Personal

Receipt Summary

Cash

2x Padang Box A RM 50.88

Subtotal RM 50.88

incl. Tax RM 2.88

Delivery fee RM 4.20

TOTAL (INCL. TAX) RM 55.08

RATE YOUR MEAL!



Join us to reduce single-use plastic cutlery.

[Learn More](#)

Grab
ForGood

Subject Your Grab E-Receipt
From Grab <no-reply@grab.com>
To: <ana_martinez511@yahoo.com>
Date 23 Jan at 12:17 PM

9



Hope you enjoyed your food!

TOTAL

RM 105.96

DATE | TIME

Pick-up time: 23 Jan 25 11:26 +0800

Booking Details

GrabFood

Ana

A-7E26IBVWWEV9

Restoran Sederhana - Kampung Bharu

Pertamina

Personal

Receipt Summary

Cash

4x Padang Box A RM 101.76

Subtotal RM 101.76

incl. Tax RM 5.76

Delivery fee RM 4.20

TOTAL (INCL. TAX) RM 105.96

RATE YOUR MEAL!



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[Learn More](#)

Grab
ForGood

Signature: 

Email: perdana.putra@pertamina.com