

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 - Corpporate gift SHU	780.35
8	16/1/2025	Office suppies - 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 : Al0201001
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



Your Ticket Number Is

177

DUNKIN' @ KLCC

GOLDLIGHT GROSSDN BHD 1562:05

HEVER TALEN WID 1808-310 4,457 CONTRACTOR OF COURSE FLOOR 241. THE SECTION ALONDOR CITY CENTRE

STRUCK BLIGHTALL IMPERD

HAVOICE NO:

DM102CS00151035

NAME CASH

INVOICE DATE: 22/10/2024 13:42:40

CASHILE GDSB202171

INVOICE

QTY DESCRIPTION x 12 DONUTS ASSORTED

AMI 47.25

2 x ROCK Y ROAD

A CHOCKER SHOLL 3 MOCHE

LABOSTON KREME

1 x NUTTY CHOC

2 x SALTED CARAMEL CHOC

2 x OREO MOMENT

1xTRIPLE CHOC

1xBLACK FOREST

T	1	T	Α	
1	U	ı	А	L
	-		-	-

47.25

SUB TOTAL (EXLISST) 44 58 SERVICE TAX INCLUSIVE @ 2.67

ROUNDING ADJ

0.00

CASH

100.00

CHANGE AMT

52.75

ITEM COUNT



Cold Storage KLCC 200401028527 (667035-P) CONCOURSE LEVEL, A2, SURIA KLCC, JALAN AMPANG

105608202412090032 Invoice No: 09/12/24 Cashier: ABDUL TAWAB BIN RAMLI 13:35:41

GRAPES BLACK SEEDLESS USA KG

200398102586006486 25.86*1

OLD TOWN 3IN1 H/NUT WHT COFF 15X38G

9555076300086 19.90*2 39.80

Total Item 2 Total Qty 3 Total Saving 0.00 Sub Total 65.66 Rounding -0.01 Total 65.65

Tender

MYDEBIT 9423 APP: 553237

65.65

Change

Point Missed: 65

EXCHANGE & REFUND MAY BE ALLOWED WITHIN 7 DAYS WITH ORIGINAL TAX



INVOICE THANK YOU, PLEASE COME AGAIN



COLD STORAGE CSKL CONCOURSE LEVEL, A2 SURIA KLCC, JALAN AMPANG 50450 KUALA LUMPUR

DATE/TIME: 09/12/2024 13:36:32

TID:69968597

MID:000120140073923

BATCH NO:000257 INV #:023652

SALE

MyDebit

4632 25** *** 9423

ENTRY: CONTACTLESS RRN: 002561008629

AUTH NO: TVR:

553237 8000008000 227F40B60B5C13FF

APP CRYPT: AID: AMT:RM

A0000006150001 65.65

NO PIN OR SIGNATURE REQUIRED

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

AFFIN N Version: 1.00.14 *** CUSTOMER COPY ***



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 I 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!













OFFICIAL RECEIPT 正式收据

Receipt No. 04266

Date 日期

Received From Diterima Oleh 兹收到 Muslimah

The Sum Of Jumlah 来银

Satu Ribu Lapan

Latus Lima Pulul

Engerit Malaysia

In Payment Of Bayaran Untuk系还 perce Cleaning

ym.

RM 1,850.00

Cash / Cheque No. 现银 / 支票:

Bank:

Issued By Diisu Oleh 经手人

unicorn™



*** HongLeong** Bank

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

HOST MERCHANT ID MYDEBIT 048800002015

TERMINAL ID BATCH NO 477 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 ACCOUNT TYPE DEFAULT

TOTAL

RM 168.00

ARQC AID TVR 8834F49C637A75FD A0000006150001 0400008000

NO PIN REQUIRED NO SIGNATURE REQUIRED

LAGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT

CUSTOMER COPY Version 1 02 01_160 Cour

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emre (p.a)

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

1. MELTING PINEAPPLE TARTS 6 X 28.00

Total Sales L68.00
Round Adj. 0.00
Final Total L68.00
CASH 0.00
CHANGE 0.00

168.00

INV NO: KL-291309 Date: 31/12/20:24

Payment: OTHERS 168.00



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 TAR	:::::: RTS	=======================================
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

Ourianman (1998) Sdn.Bhl.

Invoice

,	shd)		
DN BHI	(FKA Durian SS TWO (1998) 5dn 8hd)		Lot 7680 Jalan SS2/24 , PJ Sel
S (866	3(199E	(1255933-D)	7680 Jalan SS2/24 , P
IAN (1	SS TW	(12559	Jalan S
SIANN	Jurian!		7680
1			0

Section of the section	からところかで トラーマール		
Company			
Address			
Invoice No.	: SS2C2450479	97.9	
Date	: 14/01/20	14/01/2025 06:38 PM	
Member			
Member			
Name			
Terminal	: SS2C2		
Cashier	: JOE		
DESC	U. PRICE	DISC	AMT
QTY	RM		Z.
Black Thorn 黑刺	調型		

-0		Rounding Adjustment	Round
780.		Sub Total (Exclusive Tax)	Sub Total (
0.00 30.00		30.00	TRANSPORTATION 1.000 + 30.00
0.00 750.36	0.00	黑刺 78.00	Black Thorn 黑刺 9.620 * 7
AMT	DISC	U. PRICE RM	DESC

Fransaction Balance Info

780.35

Rounded Total (RM):

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

(7) Corporate grith (SHU)



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 HAND 9555221300404	1 X 8.90	8.90
KITCHEN TOWEL 33*33CM 9090822 USB RC BR CLIP FAN 4	1 X 4.50	4.50
6972206772798 MR DIY SHOPPING BAG-L	1 X 16.50	16.50
9037954 KNIFE 12CM #KA04	1 X 2.20	2.20
8976786	1 X 5.50	5.50
Item(s) : 5	Qty(s	; 5
Total EDC APPROVAL CODE:556521 **********9423 (DEE	RM	37.60 37.60

-- Cashless Transaction Information --

463225XXXXXX9423 CardNumber Approva1Code 556521 RRN 501606111651 TransactionTrace 111651 BatchNumber 001049 HostNo 04 40049201 TerminalID MerchantID 6601309621 BB82A60244FFA161 TC CardType DEBIT 16/01/2025 14:06:58 Date/Time RM37.60 Total 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

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 I TIME

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

Booking Details

GrabFood

Ana

A-7E26O7XWWEH5

Restoran Sederhana - Kampung

Bharu

Pertamina

Personal

Receipt Summary

TOTAL (INCL. TAX)	RM 55.08
Delivery fee	RM 4.20
incl. Tax	RM 2.88
Subtotal	RM 50.88
2x Padang Box A	RM 50.88
Cash	

RATE YOUR MEAL!





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





TOTAL

RM 105.96

DATE I TIME

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

Booking Details

GrabFood

Ana

A-7E26IBVWWEV9

Restoran Sederhana - Kampung

Bharu

Pertamina

Personal

Receipt Summary

101.76
101.76
5.76
1.20
105.9

RATE YOUR MEAL!





Grab ForGood Signature:

Email: perdana.putra@pertamina.com