



TEMPORARY CASH ADVANCE REQUEST



TCA NO	: PC-20230331-0001	TCA Date	: 31-03-2023
TCA Status	: POSTED TO SAP	Department	: Account Receivable & Reporting
Employee SN	: 10000407	Division	: TEMBAGAPURA
Employee Name	: SRI JANTRI SEREDEI	Branch	: Area TTD
Employee Email	: sri.seredei@trakindo.co.id	Cost Center	: 10C0299KB

Cash Detail

Cash Advanced Usage Date : 31-03-2023 to 31-03-2023

Date	Expense Type	Description	Currency	Cash Requested
31-03-2023	Stamp Duty - Internal Document	Materai 30pcs for recruiting, 25pcs for siswa magang, 6pcs for PKWT	IDR	610,000.00

Total IDR :

Rp 610,000.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00015161	LIDIA PRISCHIE LIUD	SUPERIOR	lidia.liud@trakindo.co.id	APPROVED
00015853	LEONARDO POMANTOW	SUPERIOR	leonardo.c.pomantow@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	APPROVED

File Attachment

Created Date	File Name
3/31/2023 8:03:39 AM	Duty Stamp Request HR_PKWT,PS 2022-2023.pdf
3/31/2023 8:03:39 AM	Duty Stamp Request HR_Recruiting 2023.pdf
3/31/2023 8:03:39 AM	List PKWT APR 2023_6PCS.pdf
3/31/2023 8:03:39 AM	List Recruiting APR 2023_30PCS.pdf
3/31/2023 8:03:39 AM	Siswa magang_25pcs.pdf

I hereby declare all the information above is true and correct, supported by adequate information as required by the Company policies in filing a Travel & Cash Advance request. I have read and understand the Company policies regarding the use of cash advance as well as the settlement requirement. I have responsibility to settle this advance **no later than the end of the month of returning from travel** as regulated by the Company policies. I understand that fail in settle this advance will result in rejection in filing another Travel & Cash Advance Request and any other disciplinary actions based on Company policies. Any unsettled advances **will be wholly deducted from my salary** in one time deduction.

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