

POSTAGE AND PETTY CASH BOOK



Department/Section Premier's

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...									
10/5/12	REFIDEX							28	95	VM
11/5/12	SMALL AMOUNT OF FOOD							7	80	VM
14/5/12	CABLE FOR EQUIPMENT							48	95	VM
14/5/12	FUEL FOR PREMIER'S CAR							35	80	VM
14/5/12	URGENT STATIONERY ORDER							44	10	VM
15/5/12	BATTERY CHARGER							30	90	VM
21/5/12	AIRPORT PARKING							14	00	VM
22/5/12	URGENT STATIONERY ORDER							45	10	VM
	TOTAL DOCKETS							254	80	VM
	CASH ON HAND							95	20	VM
	22/5/12							350	00	VM
	Carried Forward...							\$154	80	VM

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Department/Section _____

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...			\$	c	\$	c	\$	c	
14/8/12	Car parking fees							4	00	R.M.
27/8/12	Newspapers							5	10	R.M.
28/8/12	Newspapers							22	00	R.M.
28/8/12	Water for car							8	00	R.M.
28/8/12	Car wash							17	00	R.M.
3/9/12	Newspapers							9	40	R.M.
10/9/12	Glasses for myetinas							6	00	R.M.
13/9/12	Stereo headset							44	60	R.M.
10/9/12	Newspapers							14	00	R.M.
13/9/12	Total Dockets							130	10	R.M.
	Cash on hand							219	90	R.M.
								350	00	R.M.
	Prepared by Lee McCosm 13/9/12.									
	Checked by Kate Winter Deputy Chief of Staff.									
	Carried Forward...			\$		\$		\$		

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#182915

POSTAGE AND PETTY CASH BOOK



Department/Section _____

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...			\$	c	\$	c	\$	c	
19/9/12	Newspapers							18	00	RM.
19/9/12	Car parking fees							15	00	RM.
02/10/12	Car parking fees							45	00	RM.
02/10/12	Car parking fees							44	00	RM.
02/10/12	Car parking fees							17	00	RM.
08/10/12	Newspapers							22	00	RM.
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08/10/12	Total Dockets							186	50	RM.
	Cash on hand							163	50	RM.
								<hr/>		
								350	00	RM.
<p>Prepared by Bec Macdonald 08/10/12</p> <p>Checked by Kristian Schluter, Office Manager 08/10/12.</p>										
	Carried Forward...			\$		\$		\$		

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Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...			\$	c	\$	c	\$	c	
08/10/12	Newspapers							9	80	R.M.
15/10/12	Various snacks							18	90	R.M.
17/10/12	Water for Premier's car							8	00	R.M.
17/10/12	Cleaning products							27	80	R.M.
18/10/12	/// Various snacks							30	00	R.M.
22/10/12	Newspapers							14	30	R.M.
24/10/12	Passport Photos							15	95	R.M.
25/10/12	Passport Photos							15	95	R.M.
29/10/12	Newspapers							9	80	R.M.
30/10/12	Car marking							15	00	R.M.
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30/10/12	Total Dockets							165	50	R.M.
	Cash on hand							184	50	R.M.
								<hr/>		
								350	00	R.M.
<p>Prepared by Pec McCoan R. McCoan 30/10/12</p> <p>Checked by Kristian Schuster KSch</p>										
	Carried Forward...			\$		\$		\$		



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Department/Section _____

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...									
12/11/12	Newspapers							14	30	RM.
15/11/12	Water							8	00	RM
15/11/12	Water							8	00	RM
15/11/12	Water							8	00	RM.
19/11/12	Newspapers							18	00	RM.
19/11/12	Liquid hand soap							3	00	RM.
19/11/12	Newspapers							9	80	RM.
26/11/12	Parking fees							15	00	RM.
26/11/12	Newspapers							7	00	RM.
28/11/12	Cleaning equip for car							17	90	RM.
29/11/12	Car parking fees							15	00	RM.
03/12/12	Newspapers							9	80	RM.
04/12/12	Car parking fees							15	00	RM.
11/12/12	Car parking fees							12	00	RM.
12/12/12	Car parking fees							25	00	RM.
14/12/12	Taxi Fares							24	10	RM.
10/12/12	Total Dockets							209	90	RM.
	Cash on hand							140	10	RM.
	Prepared by Bec McLean B. McLean							350	00	RM.
	Checked by Krishan Sridhar K. Sridhar									
	Carried Forward...			\$		\$		\$		

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POSTAGE AND PETTY CASH BOOK



Department/Section _____

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...									
17/12/12	Car parking fees							15	00	RM
17/12/12	Newspapers							7	00	RM
24/12/12	Newspapers							6	80	RM
24/12/12	NEWSPAPERS							4	50	RM
4/1/13	NEWSPAPERS							14	00	RM
4/1/13	CAR PARKING FEES							15	00	RM
7/1/13	NEWSPAPERS							11	30	RM
7/1/13	STATIONERY							34	95	RM
12/1/13	Stationery							19	00	RM
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16/1/13	Total Dockets							127	55	RM
	Cash on hand							222	45	RM
								350	00	RM
16/1/13	Prepared by P. McLean									
16/1/13	Checked by Kristian Whitely									
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	Carried Forward...			\$		\$		\$		



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Department/Section _____

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...			\$	c	\$	c	\$	c	
21/1/13	Newspapers							5	00	RM
22/1/13	Passport Photos							15	95	RM
24/1/13	Stationery							16	00	RM
24/1/13	Car parking							15	00	RM
25/1/13	Newspapers							11	80	RM
25/1/13	Taxi Fares							20	00	RM
29/1/13	Newspapers							3	20	RM
29/1/13	Newspapers							11	30	RM
31/1/13	Toll charges							10	90	RM
01/02/13	Work clothes							38	60	RM
01/02/13	Taxi Fare							24	95	RM
01/02/13	Taxi Fare							36	20	RM
01/02/13	Taxi Fare							36	30	RM
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01/02/13	Total DECRETIS							255	20	RM
	Cash on hand							94	80	RM
								<hr/>		
								350	00	RM
01/02/13	Reviewed by Pat McCormick									
	P. McCormick									
01/02/13	Checked by Kristian Schilder									
	K. Schilder									
	Carried Forward...			\$		\$		\$		

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Department/Section _____

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	\$	c	\$	c	\$	c	
	Brought Forward...			\$	c	\$	c	\$	c	
06/02/13	Stationery							5	50	RM
08/02/13	Toll Charges							6	35	RM
09/02/13	Car parking							15	00	RM
09/02/13	Newspapers							12	50	RM
21/02/13	Water							8	00	RM
21/02/13	Cleaning equipment							9	25	RM
21/02/13	Newspapers							6	20	RM
21/02/13	Ferry travel charges							19	00	RM
21/02/13	Taxi fare							11	90	RM
25/02/13	Newspapers							9	80	RM
25/02/13	Newspapers							18	00	RM
25/02/13	Taxi fare							22	70	RM
25/02/13	Car cleaning products							11	35	RM
25/3/13	Ferry travel charges							19	00	RM
25/3/13	Car parking							8	10	RM
25/3/13	Newspapers							9	80	RM
25/3/13	Newspapers							18	00	RM
25/3/13	Total Pockets							210	75	RM
	Cash on hand							139	25	RM
								<u>350</u>	<u>00</u>	RM
25/3/13	Prepared by Bec McLean R. McLean									
25/3/13	Checked by Bec McLean Kristian Schlueter									
	Carried Forward...			\$		\$		\$		

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