

DIGITS TRADING CORP

Period Covered:

OCTOBER 15-21, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
10/15/2022	RESTY SOLOMON-PURCHASED 1 PAD SCOTCH BRIGHT (35 PESOS), 5 PAD BIG SCOTCH BRIGHT (225 PESOS), 45 PCS TOWEL (260 PESOS) FOR 3RD FLOOR HEAD OFFICE WALL CLEANING	
	MAIN OFFICE TO ARAYAT	20.00
	ARAYAT TO MAIN OFFICE	20.00
	1 PAD SCOTCH BRIGHT	35.00
	5 PADS BIG SCOTCH BRIGHT	225.00
	45 PCS TOWEL	260.00
	FRED CHUA-PURCHASED 2 SPATULA (130 PESOS), 2 DOWNY (14 PESOS), 1 PACK VINEGAR (12 PESOS), BAKING SODA (45 PESOS) FOR 3RD FLOOR HEAD OFFICE WALL CLEANING	
	2 SPATULA	130.00
	2 DOWNY	14.00
	1 VINEGAR	12.00
	1 BAKING SODA	45.00
	RESTY SOLOMON-WALL CLEANING AT EXECUTIVE ROOMS, GYM ROOM	
	OT MEAL	150.00
		560.00 ✓
		201.00 ✓
		150.00 ✓
10/17/2022	BERNIE PANCHO-PURCHASED 1 BOTTLE FABRIC CONDITIONER (48 PESOS), 1 PC CHISEL (211.20 PESOS), 1 PACK DECLOGGER (290 PESOS), 2 " PAINT BRUSH (69 PESOS), 2 " PAINT BRUSH (49 PESOS), 1 L ELASTOMERIC (195 PESOS), BABY ROLLER BRUSH WITH HANDLE (95 PESOS) FOR REPAIR MAINTENANCE WORKS FOR HQ HOSEKEEPING THRU SIR FRED CHUA	
	1 BOTTLE FABRIC CONDITIONER	48.00
	1 PC CHISEL	211.20
	1 PACK DECLOGGER	290.00
	2 " PAINT BRUSH	69.00
	2 " PAINT BRUSH	49.00
	1 L ELASTOMERIC	195.00
	BABY ROLLER BRUSH WITH HANDLE	95.00
		957.20 ✓
10/18/2022	ARVIN GAVINO-PURCHASED 7 BOTTLED WATER 15 PESOS EACH (105 PESOS), 3 PCS 3 IN 1 COFFEE (39 PESOS) FOR MS. PRECIOUS MEETING WITH SUPPLIER	
	7 BOTTLED WATER 15 PESOS EACH	105.00
	3 PCS 3 IN 1 COFFEE	39.00
	ARVIN GAVINO-BOUGHT 2 PCS BRILLIANT LED 40 W LIGHT IN METRO SOLAIRE	
	INTERLIGHTING TO METRO SOLAIRE	6.40
	METRO SOLAIRE TO MAIN OFFICE	76.80
		144.00 ✓
		83.20 ✓

10/19/2022	RESTY SOLOMON-INSTALLATING LOUVER LIGHTS/REMOVING THE WOODEN BAR AT EXECUTIVE ROOM		100.00
	OT MEAL	100.00	
	ARVIN GAVINO-LOM KEY VAULT KEY FOR DUPLICATE/PICK UP KEYS & VAULT IN GREENHILLS		108.80
	MAIN OFFICE TO GREENHILLS	20.80	
10/21/2022	LUCKY CHINATOWN TO GREENHILLS	88.00	
	ARVIN GAVINO-PICK UP MONEY COUNTER AT SGS		91.20
	OMB TO SGS FOUNDATION	35.20	
	SGS TO MAIN OFFICE	56.00	
TOTAL:			2,395.40

Prepared by: JEN RAPISTA
ADMIN

Approved by: MAY ROS MORALES
ADMIN HEAD