

# BOXTALKS INC

Period Covered:

DECEMBER 5-15, 2022

## ADMIN REIMBURSEMENT

| DATE       | DESCRIPTION  | AMOUNT |
|------------|--|--------|
| 12/5/2022  | ARVIN GAVINO-NOTARIAL FEE FOR SECRETARY CERT OF BOXTALKS INC FOR TELCO | 150.00 |
|            | NOTARIAL FEE   | 150.00 |
| 12/10/2022 | CHINO DE LEON-INSTALLATION OF LOCK SET IN BTB RESORTS WORLD MANILA     |        |
|            | MAIN OFFICE TO CUBAO   | 20.00  |
|            | CUBAO TO TAFT  | 24.00  |
|            | TAFT TO RWM  | 15.00  |
|            | RWM TO TAFT  | 15.00  |
| 12/12/2022 | ARVIN GAVINO-2 IMPORT PERMITS FOR PAYMENT AT OMB                       |        |
|            | MAIN OFFICE TO OMB   | 35.20  |
| 12/15/2022 | CHINO DE LEON-INSTALLATION OF VAULT FOR BTB COD                        |        |
|            | CUBAO TO TAFT  | 24.00  |
|            | TAFT TO MOA  | 15.00  |
|            | MOA AND COD  | 15.00  |
|            | COD AND MOA  | 15.00  |
|            | MOA TO TAFT  | 15.00  |
|            | TAFT TO CUBAO  | 24.00  |
|            | CUBAO TO MAIN OFFICE   | 20.00  |
|            | CHINO DE LEON-INSTALLATION OF CEILING LIGHT IN DW EASTWOOD             |        |
|            | MAIN OFFICE TO CUBAO   | 20.00  |
|            | CUBAO TO EASTWOOD  | 15.00  |
|            | EASTWOOD TO CUBAO  | 15.00  |
| TOTAL:     |  | 437.20 |

Prepared by:

JEN RAPISTA

ADMIN

Approved by:

MAY ROS MORALES

ADMIN HEAD

# DIGITS TRADING CORP

|   |  |                           |        |       |
|---|--|---------------------------|--------|-------|
| Period Covered:   |  | DECEMBER 12-16, 2022      |        |       |
| ADMIN REIMBURSEMENT   |  |                           |        |       |
| DATE  | DESCRIPTION  |                           | AMOUNT |       |
| 12/12/2022  | ARVIN GAVINO-RELEASING OF PERMIT OF DTC IN NTC   |                           | 64.80  |       |
|   | MAIN OFFICE TO NTC   |                           |        |       |
|   | NTC TO MAIN OFFICE   |                           |        |       |
|   | ARVIN GAVINO-BROUGHT EMERGENCY LIGHTS FOR REPAIR IN INTERLIGHTING                        |                           | 148.00 |       |
|   | OMB TO INTERLIGHTING   |                           |        |       |
|   | INTERLIGHTING TO MAIN OFFICE   |                           |        |       |
|   | ARVIN GAVINO-LOAD ALLOWANCE FOR THE MONTH OF DECEMBER 2022                               |                           | 300.00 |       |
|   | LOAD ALLOWANCE   |                           |        |       |
|   | RESTY SOLOMON-PURCHASED OF 20 METERS HOSE FOR MAIN OFFICE                                |                           |        |       |
|   | MAIN OFFICE TO ARAYAT  |                           | 40.00  |       |
|   | ARAYAT TO MAIN OFFICE  |                           |        |       |
|   | RESTY SOLOMON-PURCHASED CLEANING MATERIALS FOR CLEANING OF PARKING AREA IN HQ            |                           |        |       |
|   | 20 METERS HOSE   |                           | 750.00 |       |
|   | HOSE COUPLING  |                           |        |       |
| RESTY SOLOMON-PURCHASED HAND DRILL TOOLS FOR HQ               |  |                           |        |       |
| 12/13/2022  | MAIN OFFICE TO FARMERS   |                           | 40.00  |       |
|   | FARMERS TO MAIN OFFICE   |                           |        |       |
|   | ARVIN GAVINO-3 IMPORT PERMIT FOR PAYMENT OF DTC AT NTC                                   |                           |        |       |
|   | MAIN OFFICE TO OMB   |                           | 104.00 |       |
|   | OMB TO INTERLIGHTING   |                           |        |       |
|   | ARVIN GAVINO-PURCHASED BATTERY REPLACEMENT & REPAIR OF EMERGENCY LIGHT                   |                           |        |       |
|   | REPAIR OF EMERGENCY LIGHT  |                           | 750.00 |       |
|   | RESTY SOLOMON-PURCHASED EQUIPMENTS MAINTENANCE TOOLS FOR UTILITIES                       |                           |        |       |
|   | 1 PC DRILL BIT   |                           |        |       |
|   | 4 PCS COBALT DRILLBIT  |                           | 634.60 |       |
|   | 2 PCS MASONRY DRILLBIT   |                           |        |       |
|   | 8 PCS TAKS   |                           |        |       |
|   | 8 PCS SCREW  |                           | 123.20 |       |
|   | ARVIN GAVINO-BOUGHT POWER SUPPLY 24W IN ELECTX/VAULT FOR REPAIR IN GREENHILLS            |                           |        |       |
|   | INTERLIGHTING TO ELECTX  |                           |        |       |
|   | ELECTX TO GREENHILLS   |                           | 94.50  |       |
|   | GREENHILLS TO MAIN OFFICE  |                           |        |       |
| ARVIN GAVINO-BOUGHT MINERAL WATER 7 PCS FOR EXECUTIVE MEETING |  |                           |        |       |
| 12/15/2022  | MINERAL WATER 7 PCS  |                           | 40.00  |       |
|   | RESTY SOLOMON-PURCHASED NEEDED MATERIALS AND EQUIPMENT FOR UTILITIES                     |                           |        |       |
|   | MAIN OFFICE TO FARMERS   |                           |        |       |
|   | FARMERS TO MAIN OFFICE   |                           | 68.00  |       |
|   | ARVIN GAVINO-ASK ABOUT EARLY RENEWAL 3 MONTH BEFORE EXPIRY IF APPLICABLE TO APPLY AT NTC |                           |        |       |
|   | MAIN OFFICE TO NTC   |                           |        |       |
|   | NTC TO MAIN OFFICE   |                           | 930.00 |       |
|   | RESTY SOLOMON-PURCHASED MAINTENANCE TOOLS AND EQUIPMENT FOR HQ                           |                           |        |       |
|   | 1 PC HAND SAW  |                           |        |       |
|   | 5 PCS FILLER   |                           | 47.20  |       |
|   | 3 PCS CUTTING DISC   |                           |        |       |
|   | 20 PCS RIVET   |                           |        |       |
|   | 1/4 NAIL   |                           | 23.20  |       |
|   | 2 PCS STICK WALL   |                           |        |       |
|   | ARVIN GAVINO-PICK UP 3 LALTOPS IN PC EXPRESS IN #159 M.PATERNIO                          |                           |        |       |
|   | 12/16/2022   | MAIN OFFICE TO M.PATERNIO |        | 47.20 |
|   |  | M/PATERNIO TO MAIN OFFICE |        |       |
| TOTAL:  |  | 4,134.30                  |        |       |

Prepared by: JEN RAPISTA  
ADMIN

Approved by: MAY ROSALES  
ADMIN HEAD