

PAYMENT REQUEST FORM

Date Requested: 06-Nov-22
Requestor's Name: JENIFER RAPISTA
Company: DIGITS TRADING CORP
Department/Branch: IMPORTATION DEPT

Date Needed: 16-Nov-22
Start: _____
End: _____

Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.

Amount: 11,924.50

Detailed Purpose: CANON MONTHLY BILLING - SEP.26-OCT 26, BILLING DATE OCT. 27, 2022

Attachment (please specify): Approval screenshot, Previous permit

REQUESTED BY: JENIFER RAPISTA
Requestor's print name & signature

☐ CASH ☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: _____
Account Name: CANON MARKETING PHILIPPINES
Account Number: _____

APPROVED BY: MAYRIS MORANES
Immediate Head print name & signature

Executive (if applicable)

Note: Accounting Department process payables is **3 working days** upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for **NON P.O** item such as contract & permits, meal allowance, transportation and etc.

FOR ACCOUNTING USE ONLY

Accounting Dept:	Finance Department		
Received by: _____ Print name & signature	Processed by: _____ Print name & signature	Verified by: _____ Print name & signature	Approved by: _____ Print name & signature

**Canon Marketing (Philippines) Inc.**

7th Floor and Ground Floor, Commerce and Industry Plaza, 1030 Campus Avenue corner Park Avenue, McKinley Hill, Taguig City Philippines 1634
Tel: (632) 8-884-9000 Fax: (632) 8-812-0067 www.canon.com.ph

VAT REG. TIN # 000-159-448-000

1024182



DIGITS TRADING CORPORATION

#56 MAYOR IGNACIO SANTOS DIAZ ST.,
BRGY. SAN MARTIN DE PORRES, CUBAO,
QUEZON CITY
PHILIPPINE

TIN# 007-105-971-000

METER READING INVOICE

Invoice No **MR00292233**

Date 10/27/2022

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Click Charge Billing Hotline: (632) 8-884-9000

Purchase Order No	Customer No	Contract No
	1024182	SSS18-158-1

ITEM	DESCRIPTION					Unit Price	Amount
						PHP	PHP
Counter	Current	Previous	No Of Copies	Non Chargeable Copies	Chargeable Copies		

1 Model: IR-ADV C3520I S/No: XYT00594 Rec Mth: THRU EMAINT
Location: #56 MAYOR IGNACIO SANTOS DIAZ ST.,BRGY. SAN MARTIN DE PORRES, CUBAO,QUEZON CITY, QUEZON, QUEZON CTY

1.1 Curr Reading Date on 10/26/2022

Prev Reading Date on 09/26/2022

B&W A3	18	18	0	0/0	0	0.500000	0.00
B&W A4	332482	324505	7977	0/0	7977	0.500000	3,988.50
Color Large (122)	25	25	0	0/0	0	5.000000	0.00
Color Small (123)	37782	36922	860	0/0	860	5.000000	4,300.00

SUBTOTAL 8,288.50

2 Model: IR3245X S/No: WGN00936 Rec Mth: THRU EMAINT
Location: #56 MAYOR IGNACIO SANTOS DIAZ ST.,BRGY. SAN MARTIN DE PORRES, CUBAO,QUEZON CITY, QUEZON, QUEZON CTY

2.1 Curr Reading Date on 10/26/2022

Prev Reading Date on 09/26/2022

B&W A3	236	236	0	0/0	0	0.500000	0.00
B&W A4	530746	528565	2181	0/0	2181	0.500000	1,090.50

SUBTOTAL 1,090.50

3 Model: IR3245X S/No: WGN00950 Rec Mth: THRU EMAINT
Location: #56 MAYOR IGNACIO SANTOS DIAZ ST.,BRGY. SAN MARTIN DE PORRES, CUBAO,QUEZON CITY, QUEZON, QUEZON CTY

3.1 Curr Reading Date on 10/26/2022

Prev Reading Date on 09/26/2022

B&W A3	575	566	9	0/0	9	0.500000	4.50
B&W A4	580318	575236	5082	0/0	5082	0.500000	2,541.00

SUBTOTAL 2,545.50

Amount Before Tax 10,646.88

VAT 12% 1,277.62

VAT 0% 0.00

VAT Exempt

TOTAL AMOUNT DUE 11,924.50

THIS INVOICE IS SUBJECT TO TERMS AND CONDITIONS OF EXISTING CONTRACT