

DIGITS TRADING CORP

Period Covered:

JULY 11-15, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
7/11/2022	RESTY SOLOMON-PURCHASED FLOURESCENT 26W (99 PESOS) AND LED BULB (210 PESOS) FOR THE REPLACEMENT OF BUSTED LIGHT AT PARKING AREA, GROUND FLOOR AND 3RD FLOOR (MO-071122-0275)	349.00
	MAIN OFFICE TO FARMERS	
	FARMERS TO MAIN OFFICE	
	FLOURESCENT 26W	
	LED BULB 9W	
	BERNIE PANCHO-OCULAR INSPECTION REGARDING THE REQUESTED SPACE ALLOCATED FOR DISPOSAL ARCHWING DOCS OWNED BY ACCTG. DEPT.	60.00
	MAIN OFFICE TO P.TUAZON	
	P.TUAZON TO MAIN OFFICE	
	ARVIN GAVINO-LOAD ALLOWANCE FOR THE MONTH OF JULY 2022	300.00
	LOAD ALLOWANCE	
7/13/2022	BERNIE PANCHO-PURCHASED TEFLON 1" (20 PESOS), PE FEMALE ADAPTER 1" (75 PESOS), PE FEMALE ADAPTER 3/4" (55 PESOS), GI MALE PLUG 1" (25 PESOS), GI MALE PLUG 3/4" (10 PESOS) FOR THE PLUGGING OF AIRCON DRAIN PIPE IN 2ND FLOOR WAREHOUSE IN PREPARATION FOR THE UPCOMING PHASE 1 RETRO FITTING	275.00
	MAIN OFFICE TO CUBAO AURORA	
	CUBAO AURORA TO RECTO AVE	
	RECTO AVE TO CUBAO AURORA	
	CUBAO AURORA TO MAIN OFFICE	
	TEFLON 1"	
	PE FEMALE ADAPTER 1"	
	PE FEMALE ADAPTER 3/4"	
	GI MALE PLUG 1"	
	GI MALE PLUG 3/4"	
	RESTY SOLOMON-SORTING OF GARBAGE INSIDE THE P. TUAZON HOUSE	180.00
	MAIN OFFICE TO P.TUAZON	
	P.TUAZON TO MAIN OFFICE	
	LUNCH MEAL (RESTY,ARNEL)	
	RESTY SOLOMON-PURCHASED CUTTING DISC (76.80 PESOS) FOR THE DISMANTLE OF THE FOLLOWING: CCTV CABLE TRAY, CCTV OLD CABLE PIPE, ACU DRAIN PIPE RETROFITTING PHASE 1 PREPARATION	116.80
	MAIN OFFICE TO FARMERS	
	FARMERS TO MAIN OFFICE	
	CUTTING DISC	

7/14/2022	ARVIN GAVINO-OMB IMPORT PERMIT GLX APPLICATION		63.20
	MAIN OFFICE TO OMB	32.00	
	OMB TO MAIN OFFICE	31.20	
7/15/2022	JOHN DAVID LAGTO-REPLACEMENT OF 1 PC BUSTED LIGHT IN 3RD FLOOR STAIRS LANDING AREA (MO-071522-0276)		155.00
	MAIN OFFICE TO ARAYAT	20.00	
	ARAYAT TO MAIN OFFICE	20.00	
	GE LED BULB 95W	115.00	
TOTAL:			1,499.00

Prepared by:

JEN RAPISTA
ADMIN

Approved by:

KAT GO
ADMIN HEAD

DTC

PETTY CASH LIQUIDATION REPORT

Requestor's Name: RESM SOLOMON

Date of Requisition: _____

Date of Liquidation: _____

[illegible]

Prepared by: [Signature]
Requestor's Signature/ date

Checked by: B. P. [Signature]
Signature overprinted name of the
Immediate Superior/ date

Reviewed by: _____
Signature over printed name of the
Petty Cash Custodian/ date

Applicable if the liquidation resulted to "Advances from" employee:

Received by _____
Signature over printed name of the
Requestor/ date _____

Applicable if the liquidation resulted to "Advances to" employee:

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

HANDYMAN

ROBINSON'S HANDYMAN INC.
VAT REG TIN 003-888-229-010
NEW FARMERS PLAZA
AKANETA CENTER, CUBAO
QUEZON CITY

Name:
TIN:
ID No:
Address:
Business Style:
Signature:

FLRSCNT TLD COLOR54 99.00 V r
00000000186709
ledbulb 9w d1 e27 fi 00000000288940
2 X P105.00/Unit 210.00 V p

TOTAL
CASH **P309.00**
P1,000.00

Change P691.00

VAT Sales 275.89
VAT Exempt Sales 0.00
Zero Rated Sales 0.00
VAT 33.11
Total 309.00

Total Items: 3
Cashier: 837 Ma. Francia M. Gamba
Str No: 0106 Date: 07/11/2022 Time: 11:43:32
Terminal No: 0003 Trans ID: 0387

This serves as your Sales Invoice
SI No: 0000019607

Apply for Go Rewards now and get a
chance to win amazing prizes of up
to P20,000 worth of prizes!
Earn an entry for every P500 purchase!

Robinson's Handyman Inc.
110 E. Rodriguez Jr. Ave., Bagumbayan QC
ACCDIN NO.: 116-003888229-000651-68022
DATE OF ISSUANCE: October 02, 2013
EFFECTIVITY DATE: August 01, 2020
VALID UNTIL: July 31, 2025
TIN: 000 888-229-000
SN: 56-50585850
PN: FP116-0033635-00010
MIN. 15051511383698810

THIS INVOICE WILL BE VALID FOR FIVE (5)
YEARS FROM DATE OF PERMIT TO USE

Requestor's Name:

Date of Requisition: 07/11/22

Date of Liquidation: 07/11/12

DTC

Prepared by: B. P. [Signature]
Requestor's Signature date

Checked by:

Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Applicable if the liquidation resulted to "Advances from" employee:

Received by:

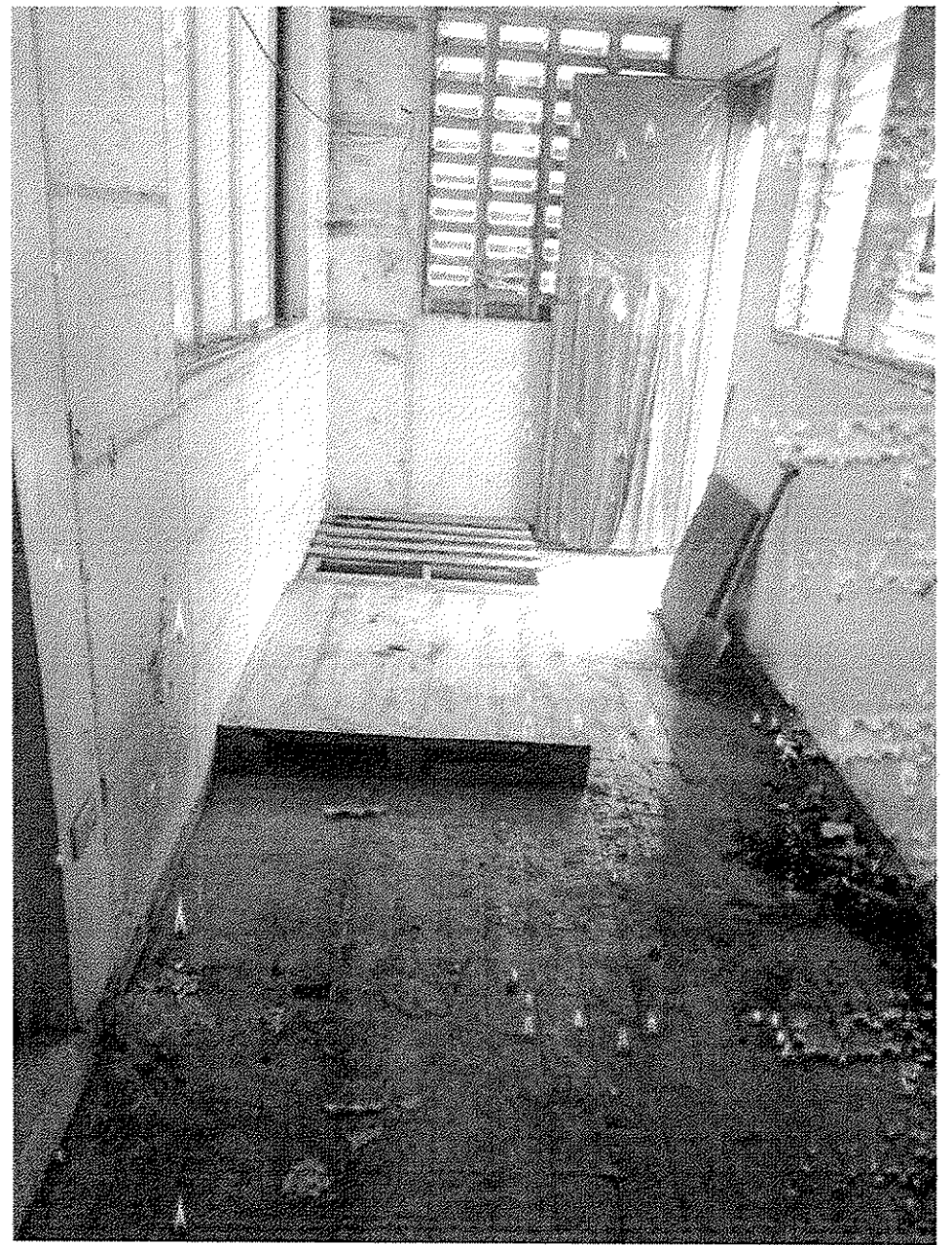
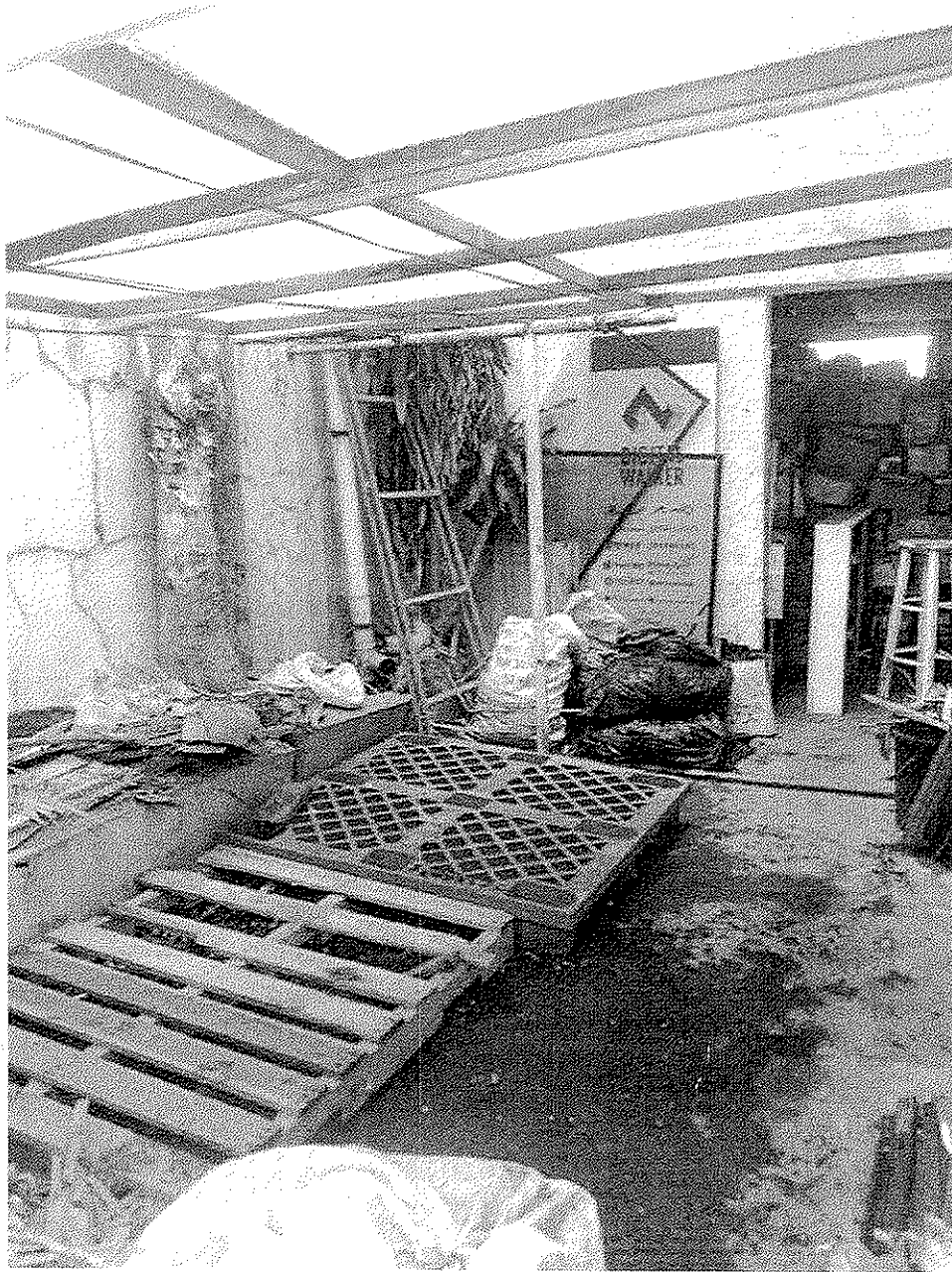
Signature over printed name of the
Requestor/ date

Applicable if the liquidation resulted to "Advances to" employee:

Received by:

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian



ACKNOWLEDGEMENT LETTER

July 11, 2022

This to acknowledge that I, received the total amount of **300.00** for Monthly allowance load for the month of **JULY (July 1 - 31)** for **ARVIN GAVINO.**

SUMMARY

Date Paid	Allowance Month	REMARKS/ STATUS
3/10/2022	MARCH	PAID
5/2/2022	APRIL	PAID
7/8/2022	MAY	PAID



ARVIN GAVINO

Received By: Name and Date

DTC

BERNIE PANCHO

07/12/22

а: _____

Applicable if the liquidation resulted to "Advances from" employee:

Applicable if the liquidation resulted to "Advances to" employee:

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

A'UAN LIFE PLUMBING & ELECTRICAL SUPPLY

Store 6-A G/F Republic Supermarket Bldg., Rizal Ave., cor. Soler St., cor. F. Torres St., Brgy. 304 Zone 029 Sta. Cruz, Manila
 Tel. Nos. 8775-4322 / 8985-2040 / Fax No. 8733-6977
 KAREN SO TY - Prop.
 VAT REG. TIN: 235-251-789-000

CASH SALES INVOICE No. 05338

Sold to: _____ Date: July 13, 2022
 TIN: _____ Terms: _____
 Address: _____ OSCA/PWD ID No.: _____
 Cardholder's _____
 Signature: _____

Business Style: _____

Qty.	ITEMS	Unit Price	AMOUNT
1	Teflon 1"	20	20-
1	PE F.A. 1"	75	75-
1	PE F.A. 3/4	55	55-
1	GI Plug 1"	25	25-
1	GI Plug 3/4	20	20-
			<u>195-</u>
Total Sales (VAT Inclusive)			
Less: VAT			
VATable Sales		Amount: Net of VAT	
VAT-Exempt Sales		Less: SC/PWD Discount	
Zero Rated Sales		Amount Due	174.11-
VAT Amount		Add: VAT 12%	20.89-
TOTAL AMOUNT DUE			<u>195-</u>

300 Bkts. (50x3) 00001-15000
 BIR Authority to Print No. OCN1AU0002263315
 Date Issued: 12-09-2020 Valid until: 12-09-2025
 EMPRESS PRINTING VAT REG. TIN: 109-213-670-000
 1558 Alvarez St., Brgy. 334 Zone 033 Sta. Cruz, Manila
 MARILOU F. YU - Prop.
 Printer's Accreditation No. 041MP20190000000027
 Date Issued: 04-03-2019 Expiry Date: 04-02-2024

Received the above goods in good order and condition.

By: _____

Authorized Signature

THIS CASH SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

RESTY SOLOMON
ARNEL BRAZAS

PETTY CASH LIQUIDATION REPORT

Date of Requisition: _____

Date of Liquidation: _____

DTC

[illegible]

Prepared by: [Signature] 7-11
Requestor's Signature/ date

Checked by: P. P. P. P. P.
Signature over printed name of the
Immediate Superior/ date

Reviewed by: _____
Signature over printed name of the
Petty Cash Custodian/ date

Applicable if the liquidation resulted to "Advances from" employee:

Received by:

Signature over printed name of the
Requestor/ date

Applicable if the liquidation resulted to "Advances to" employee:

Received by:

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

DEPARTMENT/STORE

ADMIN

DATE SUBMITTED

WORK

SPECIAL TASK

PRIORITY LEVEL

114

EMERGENCY

□

URGENT/HIGH

INTERMEDIATE/MEDIUM

11

Low

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

SEGREGATION OF ~~THE~~ GARBAGE INSIDE
THE P. TUAZON HOUSE

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTEE'S NAME

DATE RECEIVED

7-12-22

DEPARTMENT

ADMIN

CONTRACTOR/IN-HOUSE

ARUEL / RESY

To be fill up by the requestee (usuallly for admin.dept. personnel).

WORK/ACTIVITIES PERFORMED

Date 7-13-22

Start Time	7 AM
------------	------

End Time 4 pm

Service Report No.

SOME TYPE OF MEASUREMENT

MATERIALS/PARTS USED

[illegible]

To be fill up by the maintenace in-house or admin dept. base on the service report submitted by the contractor.

ADDITIONAL INSTRUCTIONS

To be filled by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY

DATE VERIFIED

To be fill up by the admin dept. and requestor.

DTC

REST SWIMMER

Date of Requisition: 11/1/2011

Date of Liquidation: _____

	TOTAL	\$ 116.80 ✓
Less: Petty Cash Received	500	
Advances from (Advances to) employee		\$ 383.20

7-13-22

Checked by: B. P. H. C. W.
Signature over printed name of the
Immediate Superior/ date

Reviewed by: _____
Signature over printed name of the
Petty Cash Custodian/ date _____

Applicable if the liquidation resulted to "Advances from" employee:

Received by: _____

Signature over printed name of the Requestor/ date _____

Applicable if the liquidation resulted to "Advances to" employee:

Received by: _____
Signature over printed name of
the Petty Cash Custodian/ date _____

Note: "Remarks" shall be filled out by the Petty Cash Custodian

HANDYMAN B&B

ROBINSON'S HANDYMAN INC.
VAT REG TIN 003-888-229-010
NEW FARMERS PLAZA
ARANETA CENTER, CUBAO
QUEZON CITY

Name:
TIN:
ID No:
Address:
Business Style:
Signature:

steelcutter ultra th 00000000211342
4 X P24.00/Unit 96.00 V
ITEM DISC % -19.20

TOTAL
CASH **P76.80**
P500.00

Change P423.20

TOTAL SAVINGS P19.20

VAT Sales 68.57
VAT Exempt Sales 0.00
Zero Rated Sales 0.00
VAT 8.23
Total 76.80

Total Items: 4
Cashier: 841 Josie Perea
Tr No: 0106 Date: 07/13/2022 Time: 13:30:25
Terminal No: 0003 Trans ID: 0952

This serves as your Sales Invoice
SI No: 0000020149

Apply for Go Rewards now and get a
chance to win amazing prizes of up
to P20,000 worth of prizes!
Earn an entry for every P500 purchase!

Robinson's Handyman Inc.
110 E. Rodriguez Jr. Ave., Bagumbayan QC
ACCDIN NO.: 116-003888229-000651-68022
DATE ISSUANCE: October 02, 2013
EFFECTIVITY DATE: August 01, 2020
VALID UNTIL: July 31, 2025
TIN: 000-888-229-000
SN: 56-50585850
PN: FP116-0033635-00010
MIN: 15051511383698810
THIS INVOICE SHALL BE VALID FOR FIVE (5)
YEARS FROM THE DATE OF PERMIT TO USE

PETTY CASH LIQUIDATION REPORT

Requestor's Name:

Arvin Savings

Date of Requisition:

07/14/22

Date of Liquidation:

[illegible]

Prepared by:

Checked by:

Reviewed by:

Applicable if the liquidation resulted to "Advances from" employee:

Received by:

Applicable if the liquidation resulted to "Advances to" employee:

Received by:



Signature over printed name of the
Requestor/ date

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

ACCOUNTABLE FORM No. 51-C
Revised January, 1992

(ORIGINAL)

	Official Receipt of the Republic of the Philippines		
	Nº 3881508 E		
	Date <u>July 14, 2022</u>		
Agency <u>OPTICAL MEDIA BOARD</u>		Fund	
Payor <u>DIGITS TRADING CORP.</u>			
Nature of Collection	Account Code	Amount	
1 Import Permit	605	P 500.00	
1 Clearance	613	50.00	
TOTAL		P 550.00	
Amount in Words <u>Five Hundred Fifty Pounds Only</u>			
<input type="checkbox"/> Cash	Drawee Bank	Number	Date
<input type="checkbox"/> Check			
<input type="checkbox"/> Money Order			
Received the amount stated above.			
 Collecting Officer			
NOTE: Write the number and date of this receipt on the back of check or money order received.			

DrC

Requestor's Name: JOHN DAVID LAMPT

Date of Requisition: _____

Date of Liquidation: _____

Applicable if the liquidation resulted to "Advances from" employee:

Received by:

Applicable if the liquidation resulted to "Advances to" employee:

Received by:

Prepared by: 7-15-22
Requestor's Signature/ date

Checked by: B. PANDOL
Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Signature over printed name of the
Requestor/ date

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

HANDYMAN

ROBINSON'S HANDYMAN INC.
VAT REG TIN 003-888-229-010
NEW FARMERS PLAZA
ARANETA CENTER, CUBAO
QUEZON CITY

Name:
TIN:
ID No:
Address:
Business Style:
Signature:

ge led bulb 9.5w e27 115.00 V
00000000338747

TOTAL P115.00
CASH P200.00

Change P85.00

VAT Sales 102.68
VAT Exempt Sales 0.00
Zero Rated Sales 0.00
VAT 12.32
Total 115.00

Total Items: 1
Cashier: 841 Josie P...
Str No: 0106 Date: 11/11/2013 Time: 14:17:59
Terminal No: 0003 Trans ID: 1509

This serves as your Sales Invoice
SI No: 0000020686

Apply for Go Rewards now and get a
chance to win amazing prizes of up
to P20,000 worth of prizes!
Earn an entry for every P500 purchase!

Robinson's Handyman Inc.
110 E. Rodriguez Jr. Ave., Bagumbayan QC
ACCDIN NO.: 116-003888229-000651-68022
DATE ISSUANCE: October 02, 2013
EFFECTIVITY DATE: August 01, 2020
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TIN: 000-888-229-000
SN: 56-50585850
PN: FP116-0033635-00010
MIN: 15051511383698810
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