

PAYMENT REQUEST FORM

Date Requested: 06-Oct-22
 Requestor's Name: JENIFER RAPISTA
 Company: DIGITS TRADING CORP
 Department/Branch: IMPORTATION DEPT
 Amount: 9,465.00

Date Needed: 16-Oct-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.

Detailed Purpose: CANON MONTHLY BILLING - AUG.26-SEPT 26, BILLING DATE SEP. 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: _____
 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 **MR00288647**

Date 09/27/2022

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

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

ITEM	DESCRIPTION					Unit Price	Amount
Counter	Current	Previous	No Of Copies	Non Chargeable Copies	Chargeable Copies	PHP	PHP
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 09/26/2022						
	Prev Reading Date on 08/26/2022						
B&W A3	18	18	0	0/0	0	0.500000	0.00
B&W A4	324505	318504	6001	0/0	6001	0.500000	3,000.50
Color Large (122)	25	25	0	0/0	0	5.000000	0.00
Color Small (123)	36922	36272	650	0/0	650	5.000000	3,250.00
SUBTOTAL							6,250.50
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 09/26/2022						
	Prev Reading Date on 08/26/2022						
B&W A3	236	236	0	0/0	0	0.500000	0.00
B&W A4	528565	526273	2292	0/0	2292	0.500000	1,146.00
SUBTOTAL							1,146.00
	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 09/26/2022						
	Prev Reading Date on 08/26/2022						
B&W A3	566	552	14	0/0	14	0.500000	7.00
B&W A4	575236	571113	4123	0/0	4123	0.500000	2,061.50
SUBTOTAL							2,068.50
Amount Before Tax							8,450.89
VAT 12%							1,014.11
VAT 0%							0.00
VAT Exempt							
TOTAL AMOUNT DUE							9,465.00

THIS INVOICE IS SUBJECT TO TERMS AND CONDITIONS OF EXISTING CONTRACT

Permit No: 1215-122-00067-CAS
Date Issued: 12/11/2015
Range of series: MR00000001 - MR99999999

THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES