BOXTALKS INC

Period Covered:	JULY 29-AUGUST 5, 2022		
	ADMIN REIMBURSEMENT		
DATE	**DESCRIPTION**		**AMOUNT**
7/29/2022	**CHINO DE LEON-FOR INSPECTION OF BUSTED LIGHT IN BTB ERMITA (BTBE-072722-0020)**		120.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO RECTO	20.00	
	RECTO TO PEDRO GIL	20.00	
	PEDRO GIL TO D. JOSE	20.00	
	D. JOSE TO RECTO	20.00	
	RECTO TO CUBAO	20.00	
7/30/2022	**CHINO DE LEON-REPAIR OF PATCH LOCK PLATE IN BTB RESORTS WORLD MANILA (BTBRW-072922-0022)**		106.00
	N-A TO TAFT	28.00	
	TAFT TO T3	15.00	
	T3 TO TAFT	15.00	
	TAFT TO CUBAO	28.00	
	CUBAO TO MAIN OFFICE	20.00	
8/1/2022	**ARVIN GAVINO-4 ONLINE APPLICATION PAYMENT/ 1 MANUAL APPLICATION AT OMB**		66.40
	MAIN OFFICE TO OMB	35.20	
	OMB TO MAIN OFFICE	31.20	
8/2/2022	**CHINO DE LEON-INSPECTION FOR DISALIGN GLASS PANEL IN BTB BGC SERVICE CENTER (BTBBGCSC-080122-0013 TO 0014) (LIQ#080203)**		68.00
	SHAW TO GUADA	16.00	
	GUADA TO MARKET	13.00	
	MARKET TO BGC	13.00	
	BGC TO MARKET	13.00	
	MARKET TO GUADA	13.00	
	CHINO DE LEON-CONVERSION OF T8 FLOURESCENT INTO LED T8 IN BTB ERMITA /REPLACEMENT OF TRACKLIGHT IN DW EDSA SHANGRILA (BTBE-073022-0026) (DWES-072722-0032) (LIQ#080204)		116.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO RECTO	20.00	
	RECTO TO P.GIL	20.00	
	P.GIL TO RECTO	20.00	
	RECTO TO CUBAO	20.00	
	CUBAO TO SHAW	16.00	

	ARVIN GAVINO-2 ONLINE APPLICATION FOR PAYMENT IN OMB		35.20
	MAIN OFFICE TO OMB	35.20	
8/3/2022	**JENIFER RAPISTA-OPENING AN ACCOUNT TO AUB FOR IMPORT PERMIT PAYMENT PURPOSES (VIA NSW.GOV.PH) CARD FEE**		100.00
	SERVICE CHARGE FOR CARD FEE	100.00	
	ARVIN GAVINO-DROP OFF MS. JENIFER RAPISTA IN AUB TIMOG		27.20
	MAIN OFFICE TO AUB TIMOG	27.20	
8/4/2022	**CHINO DE LEON-REPLACEMENT OF CEILING LIGHT IN BTB RESORTS WORLD MANILA (BTBRW-071622-0022)**		78.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO TAFT	28.00	
	TAFT TO T3	15.00	
	T3 TO TAFT	15.00	
8/5/2022	**JONH DAVID LAGTO-DISINFECT/ULV FOGGIG IN BTB UPTOWN MALL**		50.00
	OT MEAL	50.00	
TOTAL:			**766.80**

Prepared by: **JEN RAPISTA**
ADMIN

Approved by: **KAT GO**
ADMIN HEAD

DBDE - 07222 - 6020

PETTY CASH LIQUIDATION REPORT

Requestor's Name: [illegible]

Date of Requisition: 07.29.22

Date of Liquidation: 07.29.22

BOXTALKS

Date	Particular	Destination: From	Destination: To	Amount	Remarks	Supplier details: Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		[illegible]	[illegible]	₱20										
		[illegible]	[illegible]	₱20		BDO	[illegible]							
		[illegible]	[illegible]	₱20		Printer	[illegible]							
		[illegible]	[illegible]	₱20										
		[illegible]	[illegible]	₱20										
		[illegible]	[illegible]	₱20										
				₱120										
Less: Petty Cash Received														
Advances from (Advances to) employee														

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

Prepared by:

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

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

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	07/27/22
DEPARTMENT/STORE	Bibo Bonita	WOR NO.	DDE - 072722 - 0020

PRIORITY LEVEL	☐	EMERGENCY	☐	URGENT/HIGH	☐	INTERMEDIATE/MEDIUM	☐ LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- Bath 90 pm tanlight
- 2pcs TE low
- low ceiling light

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

REQUESTEE'S NAME	Bam Boyd	DATE RECEIVED	07.27.22
DEPARTMENT	Admin	CONTRACTOR/IN-HOUSE	C. [illegible]

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

WORK/ACTIVITIES PERFORMED

Date		Start Time	2:30pm	End Time	4pm	Service Report No.	

For inspection only towards for replacement of bad light

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

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

ADDITIONAL INSTRUCTIONS

- FOR PAYMENT REQUEST

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

VERIFIED BY	MARY JANE CABALLES	DATE VERIFIED	JULY 29, 2022

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

BTDRN - 072912 - 0022

PETTY CASH LIQUIDATION REPORT

Requestor's Name: [illegible]

Date of Requisition: [illegible]
Date of Liquidation: [illegible]

BOXTALKS

Date	Particular	Destination		Amount	Remarks	Supplier details			SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		From	To			Company name	Address	TIN#						
		M-A	tart	[illegible]										
		tart	t3	[illegible]		BTB	[illegible]	of						
		t3	tart	[illegible]		[illegible]	[illegible]	plate						
		tart	[illegible]	[illegible]		[illegible]								
		[illegible]	[illegible]	[illegible]										
				104										
Less: Petty Cash Received														
Advances from (Advances to) employee														

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

Prepared by:
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

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

DIGITS TRADING INC.

256 Mayor Ignacio S. Diaz St., Brgy. San Martin De Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	07/29/22
DEPARTMENT/STORE	BTB Rwn (BTB Resorts World)	WOR NO.	BTB RW - 072922 - 0022

PRIORITY LEVEL	☐	EMERGENCY	☑	URGENT/HIGH	☐	INTERMEDIATE/MEDIUM	☐ LOW

Please check the boxes above for the priority level indication

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

dismantle bath tub plate

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

REQUESTEE'S NAME	Dem Bonet	DATE RECEIVED	07-30-22
DEPARTMENT	Plumb	CONTRACTOR/IN-HOUSE	Cellmen

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

WORK/ACTIVITIES PERFORMED

Date		Start Time	3:00	End Time	4:00	Service Report No.	

- Fixing of bathtub tub plate using sink drill and repair of plate + tub again

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

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

ADDITIONAL INSTRUCTIONS

DONE!!

To be fill up by the maintenace 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..

Bootalks

PETTY CASH LIQUIDATION REPORT

Requestor's Name: Aron Cortino

Date of Requisition: 08-01-22

Date of Liquidation: _____

Date	Particular	Destination		Amount	Remarks	Supplier details								
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		OFFICE	TO OMB	4.4 km		₱35.20	OMB							
		OMB	TO OFFICE	3.9 km		₱31.20	– 4 online application Payment							
08						₱66.40	1 manual application							
01														
22														

Less: Petty Cash Received	
Advances from (Advances to) employee	₱66.40

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

Prepared by:

Requester'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

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

№ 3881967 E

Date August 1, 2022

Agency OFFICAL MEDIA BOARD Fund

Payor BOXTALKS, INC.

Nature of Collection	Account Code	Amount
Import Permit	605	₱ 500.00
Clearance	619	50.00
TOTAL		₱ 550.00

Amount in Words Five Hundred Fifty Pesos Only

	Drawee Bank	Number	Date
☐ Cash			
☐ Check			
☐ Money Order			

Received the amount stated above.

R. Doyto

Collecting Officer

NOTE: Write the number and date of this receipt on the back of check or money order received.

the President of the Philippines
CAL MEDIA BOARD
aga Street Bgy. Laging Handa, Quezon City
93 * Fax No. 374-0237 * www.omb.gov.ph

ATION *Required Entries / Selection

ON FOR IMPORT PERMIT

SS NAME KS INC	CONTACT NO. 86543561
ESS ADDRESS D THE BOX-BGC LOWER GROUND FLOOR C3 BONIFACIO HIGH 28TH ST. TAGUIG CITY Metro Manila	
ANT/REPRESENTATIVE ES PAW	*POSITION OWNER
NG COMPANY / FORWARDER	*CONTACT NO. 717-6765
ESS ADDRESS Units 3&4 Oyster Industrial Complex e, Paranaque City	*POINT OF ORIGIN China
SOURCE OF RIGHTS	*BUSINESS NAME BOXTALKS INC *BUSINESS ADDRESS BEYOND THE BOX-BGC LOWER GROUND FLOOR C3 BONIFACIO HIGH STREET, 28TH ST. TAGUIG CITY Metro Manila

FORMATION

del	Serial No.	Quantity	SID Code

lds, etc.)

tion	Manufacturer	Mold or Stamper or SID or LBR No.
,GOLD-ITP1	APPLE	FFLHX0C4Q1GJ

2. that the copy of AWB / BL as submitted is true and correct;
3. that it is clearly understood that failure and/or refusal to comply with this undertaking by me and/or my representative/s shall be a ground for revocation of my license; and
4. I hereby certify to the correctness of the information given in connection with this application under pain of perjury.

Subscribed and sworn to before me at Quezon City this AUG 01 2022

CHARLES PAW
PRINTED NAME & SIGNATURE OF APPLICANT

OMB0730225730594

DOC. NO 13
PAGE NO 3
BOOK NO
S. OF 2022

ATTY. RY[illegible]
NOTARY PUBLIC QUEZON CITY
PTR No. 2564027; 04/27/2022; Q.C.
IBP No. 176566; 02/15/2022;
Roll No. 72112
MCLE Compliance No. VI-0030668
Adm. No. NP-071(2021-2022)
UNTIL DECEMBER 31, 2022

BTBRCSC - 080122 - 0013
BTBRCSC - 080122 - 0014

PETTY CASH LIQUIDATION REPORT

Requestor's Name: [illegible]

Date of Requisition: 08-02-22
Date of Liquidation: 08-02-22

BOXTALKS

Date	Particular	Destination: From	Destination: To	Amount	Remarks	Supplier details: Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		Grow	Gyoza	₱16										
		Gyoza	market	₱13		BBB	inspection							
		market	BBB	₱13		B'lk	for the design							
		BBB	market	₱13			glass panel							
		market	gyoza	₱13										
				₱CA										
Less: Petty Cash Received					₱84.00									
Advances from (Advances to) employee					₱16.00									

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

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

Prepared by:
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

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

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

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

LIQ# 080203

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De Porres, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	08.02.22
DEPARTMENT/STORE	BPO BCL	WOR NO.	BTBPO - 080122 - 0013

PRIORITY LEVEL	☐	EMERGENCY	☐	URGENT/HIGH	☐	INTERMEDIATE/MEDIUM	☐ LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- request for bawas ~~for~~ of mirable glass window

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

REQUESTEE'S NAME	Bonifacio	DATE RECEIVED	08.02.22
DEPARTMENT	Bldg	CONTRACTOR/IN-HOUSE	Cabilan

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

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	

- need to adjust the glass panel to be parallel and seal of glass panel

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

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

ADDITIONAL INSTRUCTIONS

bawas ~~bawas~~ for contractor and 3pcs led converted to daylight

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

VERIFIED BY	PEME MORALES	DATE VERIFIED	08-02-2022

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

BTB8 - 070822 -0026
DWES - 072722 -0022

PETTY CASH LIQUIDATION REPORT

Requestor's Name: Chino Delion

Date of Requisition: 08.02.22
Date of Liquidation: n

BOXTALKS

Date	Particular	Destination: From	Destination: To	Amount	Remarks	Supplier details: Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		main	Cubao	₱20										
		Cubao	Recto	₱20		BTB Emporio	Conversion of		TB	statement				
		Recto	P-Gil	₱20			into led TB							
		P-Gil	Recto	₱20										
		Recto	Cubao	₱20		DW Show	Replacement of							
		Cubao	Show	₱16		(DW EDSA	tail light							
						SHANGRI LA)								
				₱116										

Less: Petty Cash Received	₱200.00
Advances from (Advances to) employee	₱84.00

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

Prepared by:
Chino Delion
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

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

LIQ# 080204

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	07/20/22
DEPARTMENT/STORE	BBB Bonifacio	WOR NO.	BBE-070022-0026

PRIORITY LEVEL: [ ] EMERGENCY [ ] URGENT/HIGH [ ] INTERMEDIATE/MEDIUM [ ] LOW

Please check the boxes above for the priority level indication

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- Bed ft at stockroom

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

REQUESTEE'S NAME	Benn Bato	DATE RECEIVED	07/20/22
DEPARTMENT	ADMIN	CONTRACTOR/IN-HOUSE	C. Solon

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

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	

- Replacement of T8 connected + led wiring

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

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

ADDITIONAL INSTRUCTIONS

DONE!!

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

VERIFIED BY	MARIA RIA MARIAO	DATE VERIFIED	08/02/2022

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

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	07/22/22
DEPARTMENT/STORE	DW Snow (DW EDSA SHANGRILA)	WOR NO.	DWSG - 07222 - 0022

PRIORITY LEVEL	☐	EMERGENCY	☐	URGENT/HIGH	☐	INTERMEDIATE/MEDIUM	☐ LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

Backlight

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

REQUESTEE'S NAME	Bonna Boado	DATE RECEIVED	07.02.22
DEPARTMENT	BDM	CONTRACTOR/IN-HOUSE	C. Allan

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

WORK/ACTIVITIES PERFORMED

Date		Start Time	1:30	End Time	2 pm	Service Report No.	

Replacement of backlight

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

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

ADDITIONAL INSTRUCTIONS

Done

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

VERIFIED BY	Joshua Simon	DATE VERIFIED	08/02/22

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

BOXTALKS

PETTY CASH LIQUIDATION REPORT

Requestor's Name: Ann Bouino

Date of Requisition: 08-02-22

Date of Liquidation:

Date	Particular	Destination		Amount	Remarks	Supplier details								
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
	①	OFFICE	TO	OMB	4.4KM	= ₱35.20	OMB							
08							- 2 online	Application		for	Payment			
02														
22														
Less: Petty Cash Received														
Advances from (Advances to) employee					₱ 35.20									

Prepared by:

Requester'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

ACCOUNTABLE FORM No. 51-C
Revised January, 1992.

(ORIGINAL)

Official Receipt of the Republic of the Philippines

Nº 3881995 E

Date August 2, 2022

Agency OPTICAL MEDIA BOARD | Fund

Payor BOXTALKS INC.

Nature of Collection	Account Code	Amount
1 Import Permit	605	₱ 500.00
1 Clearance	615	50.00
TOTAL		₱ 550.00

Amount in Words Five Hundred Fifty Pesos Only

	Drawee Bank	Number	Date
☐ Cash			
☐ Check			
☐ Money Order			

Received the amount stated above.

R. Dayao

Collecting Officer

NOTE: Write the number and date of this receipt on the back of check or money order received.

Martin de
, 1109

San Martin
Manila, 1109

Shipment Documents (Assessment) Reg. & Lic.

ASST-0822-000057 - **Updated**

Select Payment Method

Select Payment Method

Fee Type	Amount
REGISTRY	
Permit	500
LEGAL	
Clearance	50
Total Amount	550

3881996

Optical M

ACCOUNTABLE FORM NO. 51-C
Revised January, 1992 **(ORIGINAL)**

Official Receipt of the Republic of the Philippines

Nº 3881996 E

Date August 2, 2022

Agency OPTICAL MEDIA BOARD | Fund

Payor BOXTALKS INC.

Nature of Collection	Account Code	Amount
1 Import Permit	605	₱ 500.00
1 Clearance	613	50.00
TOTAL		₱ 550.00

Amount in Words Five Hundred Fifty Pesos Only

	Drawee Bank	Number	Date
☐ Cash			
☐ Check			
☐ Money Order			

Received the amount stated above.

R. Dayao

Collecting Officer

NOTE: Write the number and date of this receipt on the back of check or money order received.

Shipment Documents Assessment Reg. & Lic.

ASST-0822-000056 - **Updated**

Select Payment Method

Select Payment Method

Fee Type	Amount
REGISTRY	
Permit	500
LEGAL	
Clearance	50
Total Amount	550

881995

BDXTALKS

Requestor's Name: Jenifer Rapista

PETTY CASH LIQUIDATION REPORT

Date of Requisition: Aug. 3, 2022
Date of Liquidation: Aug. 3, 2022

Date	Particular	Destination		Amount	Remarks	Supplier details								
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
8-3-22	Service charge for card fee			100			"OPENING AN ACCOUNT TO AUB" FOR IMPORT PERMIT PAYMENT PURPOSES. (via NSW.gov.ph") (CARD FEE)							
Less: Petty Cash Received				100										
Advances from (Advances to) employee														

Prepared by:
Jenifer Rapista
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

This serves as an OFFICIAL RECEIPT when validated.

AUB ASIA UNITED BANK

Transaction Slip

219385 080 08/03/2022 10:50:42 18 Q# 0803-0009
Misc: PHP 100.00 | CSH: PHP 100.00

Service Charges - Starter Savings ATM Card

This serves as an OFFICIAL RECEIPT when validated.
KEEPIN'T

RECEIVED
ASIA UNITED BANK
03 AUG 2022
TELLER NO. 1
FNI/OG-YBA DOLAZA BR.

Subject to the terms and conditions covering this account/transaction, this serves as your official receipt when machine validated. (see reverse side for withdrawal details).
BBG-00139-00

BOXCOLLES

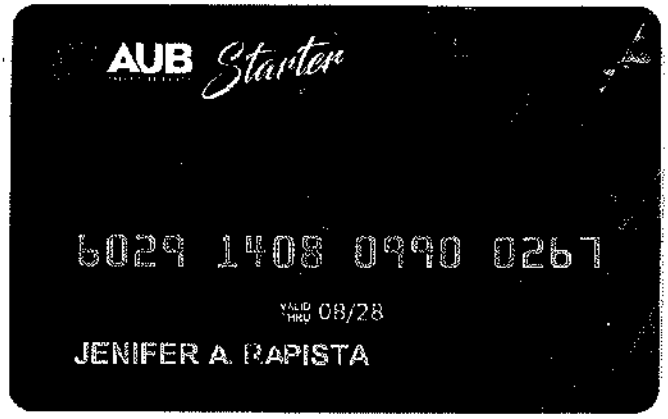
PETTY CASH LIQUIDATION REPORT

Requestor's Name: arvin Bavino

Date of Requisition: 08-03-22

Date of Liquidation: _____

Date	Particular	Destination		Amount	Remarks	Supplier details								
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		OFFICE TO	CUB TIMOG	3.4 km	₱ 27.20	CUB TIMOG								
							" Drop off Manila							



KINDLY FILL OUT NEEDED INFO FOR CONTACT TRACING PURPOSES:

DATE: 8/3/2022			
TIME: 9:40am	9:40 am	TEMP:	36.00
NAME	Jenifer Rapista		
CONTACT NO	09269124650		
COMPANY NAME OR ADDRESS	Digits trading Corp.		

(FOR AUB STAFF TO FILL-OUT)

BRANCH NAME: TIMOG YBARDOLAZA

AUB STAFF NAME:

TIME TRANSACTION ENDED:

BTBRW - 0711.20 - 0022

PETTY CASH LIQUIDATION REPORT

Requestor's Name: Chino de Leon

Date of Requisition: 08.09.20

Date of Liquidation: 08.09.20

BOXTALKS

Date	Particular	Destination: From	Destination: To	Amount	Remarks	Supplier details: Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		Makati	Cubao	₱20										
		Cubao	taft	₱28		BTB	Kapenement							
		taft	T3	₱15		RW M	at Ceiling hgnl							
		T3	taft	₱15										
						BTB RESORTS WORLD MANILA								
				₱78										

Less: Petty Cash Received	150.00
Advances from (Advances to) employee	72.00

Prepared by: 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

LIQ#080403

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME DEPARTMENT/STORE	Del Rio RWM	DATE SUBMITTED	07/14/22
		WOR NO.	DTBRN - 071622 - 003

PRIORITY LEVEL: [ ] EMERGENCY [ ] URGENT/HIGH [ ] INTERMEDIATE/MEDIUM [ ] LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- Broken Ceiling lights

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

REQUESTEE'S NAME DEPARTMENT	Ben Bonito MOM	DATE RECEIVED	08.07.22
		CONTRACTOR/IN-HOUSE	[illegible]

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

WORK/ACTIVITIES PERFORMED

Date		Start Time	1:30	End Time	3pm	Service Report No.	

- Replacing of 3pcs Ceiling lights

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

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

ADDITIONAL INSTRUCTIONS

- another 3pcs bulb replace

DONE

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

VERIFIED BY	Murphy Santiago	DATE VERIFIED	8/4/22

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

PETTY CASH LIQUIDATION REPORT

Requestor's Name: JOHN DAVID LAGTO

Date of Requisition: _____

Date of Liquidation: _____

BOXTALKS

Date	Particular	Destination		Amount	Remarks	Supplier details								
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
8-5-22		O.T	MEAL		50	UPTOWN BEYOND THE BOX								
						ULV BOGGING								
						BTB UPTOWN MALL								
					50									
Less: Petty Cash Received														
Advances from (Advances to) employee														

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

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

Prepared by:

Requestor's Signature/ date

Checked by:

B. PANGAN

Signature over printed name of the Immediate Superior/ date

Reviewed by:

Signature over printed name of the Petty Cash Custodian/ date

Received by:

Signature over printed name of the Requestor/ date

Received by:

Signature over printed name of the Petty Cash Custodian/ date

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

LIQ#080503

DIGITS

TECHNOCRATOR

56 Mayor Ignacio Diaz St., San Martin De Porres, QC
Tel. No: 8654-35-61 CP No: 09178696980

GUARD IN 2310H M. APOLINARIO 08-04-22 GUARD OUT 2115H

Date	Time In	Time Out
8-4-22		

☑ Regular ☐ Time ☐ Main Office ☐ Restaurant ☐ Retail ☐ Commisary

Client: UPTOWN BTB / BEYONDTHE BOX

Location: UPTOWN MALL

Services Performed	Target Pest (s)	Application Method
☐ Inspection	Crawling Insect	ULV Cold Fogging
■ Treatment	Flying Insect	
☐	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
SANICPRAY	1.5 L	[redacted]	[redacted] 2.00

Unit Cost per Square Area	17.00
Location Square Area	
Total Amount Due (Php)	[redacted]

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	PHILMAN	30 MINS
ULV Fogging Disinfection	DIGIT'S TRADING	

Remarks

Ref. No.

Serviced by: JOHN DAVID LAGO

Client's Printed Name & Signature: KLARK CABRADO