

DIGITS TRADING CORP

Period Covered: SEPTEMBER 30-OCTOBER 7, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
9/30/2022	BERNIE PANCHO-GARBAGE PAYMENT FOR THE MONTH OF SEPTEMBER 2022	1,500.00 ✓
	GARBAGE COLLECTION PAYMENT	1,500.00 ✓
10/1/2022	ARNEL BRAZAS-PURCHASED 2 PCS BRUSH (70 PESOS), 2 PCS SPATULA (70 PESOS), 2 PCS SPONGE (30 PESOSO), 2 PCS TOWEL (30 PESOS) FOR THE THOROUGH CLEANING IN STAIRWAY FROM GROUND FLOOR TO 3RD FLOOR	260.00 ✓
	MAIN OFFICE TO ARAYAT	
	ARAYAT TO MAIN OFFICE	
	2 PCS BRUSH	
	2 PCS SPATULA	
	2 PCS SPONGE	
	2 PCS TOWEL	
	ARNEL BRAZAS-TRANSFER OF HOUSEKEEPING ITEMS FROM SAUCE ROOM TO ADMIN WAREHOUSE NEW ROOM	150.00 ✓
10/4/2022	OT MEAL (ARNEL, RESTY, MARTIN)	150.00 ✓
	RESTY SOLOMON-PURCHASED 5 PCS FLOURESCENT LIGHT (495 PESOS), STARTER (85 PESOS), ELECTRICAL TAPE (53 PESOS), DRILL BIT 5.5 (76.50 PESOS) (REPLACE BUSTED LIGHT AT 3RD FLOOR WAREHOUSE (MO-100422-0295)	749.50 ✓
	MAIN OFFICE TO FARMERS	
	FARMERS TO MAIN OFFICE	
	5 PCS FLOURESCENT LIGHT	
	STARTER	
	ELECTRICAL TAPE	
	DRILL BIT 5.5	
	ARVIN GAVINO-DROP POS FOR REPAIR IN DATCHE	62.40 ✓
10/5/2022	MAIN OFFICE TO DATCHE	62.40 ✓
	ARVIN GAVINO-VAULT FOR REPAIR IN GREENHILLS AND PRINT NTC STICKER FOR PICK UP	213.60 ✓
	MAIN OFFICE TO GREENHILLS	
	GREENHILLS TO 80 MARIKINA HIGHWAY	
	80 MARIKINA HIGHWAY TO GREENHILLS	
10/6/2022	GREENHILLS TO MAIN OFFICE	28.80 ✓
	RESTY SOLOMON-TRANSFER BOXES FROM SAUCE ROOM TO ADMIN WAREHOUSE GROUND FLOOR HQ WITH JHED AND ARNEL	150.00 ✓
	OT MEAL (RESTY, ARNEL, JHED)	150.00 ✓
10/7/2022	ARVIN GAVINO-LOAD ALLOWANCE FOR THE MONTH OF OCTOBER 2022	300.00 ✓
	MONTHLY LOAD ALLOWANCE FOR OCTOBER	300.00 ✓
	ARVIN GAVINO-PICK UP CART IN MAGO LIFTING MACHINERY/DELIVER SMAPLE PROOFING TO MS. JAC	173.60 ✓
	OMB TO MAGO LIFTING	
	MAGO LIFTING TO MAIN OFFICE	
	MAIN OFFICE TO AVIDA TOWERS VITA 2	
TOTAL:		3,559.10 ✓

Prepared by: JEN RAPISTA
ADMIN

Approved by: MAY ROS MORALES
ADMIN HEAD

DIGITAL WALKER CORP

Period Covered:

OCTOBER 3-4, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
10/3/2022	CHINO DE LEON-FIXING OF SIGNAGES IN DW AYALA THE BAY (DWTHEBAY-092922-0023)	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO THE BAY	50.00
	THE BAY TO PITX	13.00
	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW EASTWOOD	
	OT MEAL	50.00
	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW EASTWOOD	
	MAIN OFFICE TO CUBAO	30.00
	CUBAO TO DW EASTWOOD	141.50
	DW EASTWOOD TO MAIN OFFICE	176.00
10/4/2022	CHINO DE LEON-REPAINT AND REPAIR OF WALL SIGNAGE IN DW STA. MESA(DWSTAMESA-100122-0005)	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO V MAPA	20.00
	V MAPA TO CUBAO	20.00
	CUBAO TO MAIN OFFICE	20.00
	CHINO DE LEON-REPAINT OF SHELVES IN STOCKROOM IN DW GLORIETTA (DWG2-092822-0040)	
	CUBAO TO AYALA	25.00
	AYALA TO CUBAO	22.00
	CUBAO TO AMAIN OFFICE	20.00
TOTAL:		627.50

Prepared by:

JEN RAPISTA

ADMIN

Approved by:

MAY ROS MORALES

ADMIN HEAD