

PAYMENT REQUEST FORM

Date Requested: 14-Dec-22
Requestor's Name: JENIFER RAPISTA
Company: DIGITS TRADING CORP
Department/Branch: IMPORTATION DEPT
Amount: 11,969.50

Date Needed: 24-Dec-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 - OCT.26-NOV 26, BILLING DATE NOV. 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:	Processed by:	Verified by:	Approved by:
Print name & signature	Print name & signature	Print name & signature	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 **MR00295214**
Date 11/27/2022
Page Page 1 of 1
Click Charge Billing Hotline: (632) 8-884-9000

Purchase Order No	Customer No	Contract No
	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 11/26/2022						
	Prev Reading Date on 10/26/2022						
B&W A3	18	18	0	0/0	0	0.500000	0.00
B&W A4	338964	332482	6482	0/0	6482	0.500000	3,241.00
Color Large (122)	25	25	0	0/0	0	5.000000	0.00
Color Small (123)	38981	37782	1199	0/0	1199	5.000000	5,995.00
					SUBTOTAL		9,236.00
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 11/26/2022						
	Prev Reading Date on 10/26/2022						
B&W A3	236	236	0	0/0	0	0.500000	0.00
B&W A4	532049	530746	1303	0/0	1303	0.500000	651.50
					SUBTOTAL		651.50
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 11/26/2022						
	Prev Reading Date on 10/26/2022						
B&W A3	617	575	42	0/0	42	0.500000	21.00
B&W A4	584440	580318	4122	0/0	4122	0.500000	2,061.00
					SUBTOTAL		2,082.00
					Amount Before Tax		10,687.05
					VAT 12%		1,282.45
					VAT 0%		0.00
					VAT Exempt		
					TOTAL AMOUNT DUE		11,969.50

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