

PETTY CASH LIQUIDATION REPORT

Requestor's Name: John Timothy Mariano

Date of Requisition:

Date of Liquidation: 06/12/2022

		Destination				Supplier details									
Date	Particular	From		To	Amount	Remarks	Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
3-Nov-22	BTB Fairview, DW Fairview, DW UPTC store visit	Digits HQ		Fairview (BTB, DW)	473.9										
		Fairview (BTB,DW)		UP Town Center (DW UPTC)											
		UP Town Center (DW UPTC)		Digits HQ											
8-Nov-22	SM Appliance Megamall, DW Estancia, DW Magnolia	Digits HQ		SM Megamall	157.00										
		SM Megamall		Estancia (DW Estancia)											
		Estancia (DW Estancia)		Robinsons Magnolia (DW Magnolia)											
		Robinsons Magnolia		Digits HQ											
8-Nov-22	Parking fee				50.00										
10-Nov-22	BTB Fairview, DW Fairview, DW UPTC store visit	Digits HQ		Fairview (BTB, DW)	414.50										
		Fairview (BTB,DW)		UP Town Center (DW UPTC)											
		UP Town Center (DW UPTC)		Digits HQ											
10-Nov-22	Parking fee				100.00										
15-Nov-22	BTB Market Market, DW Highstreet, BTB Forbestown	Digits HQ		BTB Market Market	226.50										
		BTB Market Market		DW Highstreet											
		DW Highstreet		BTB Forbestown											
		BTB Forbestown		Digits HQ											
17-Nov-22	DW Alabang, DW Greenbelt	Digits HQ		DW Alabang	592.20										
		DW Alabang		DW Greenbelt											
		DW Greenbelt		Digits HQ											
22-Nov-22	BTB Market Market, DW Highstreet, BTB Forbestown	Digits HQ		BTB Market Market	226.50										
		BTB Market Market		DW Highstreet											
		DW Highstreet		BTB Forbestown											
		BTB Forbestown		Digits HQ											
29-Nov-22	SM Appliance Megamall, DW Estancia, DW Magnolia	Digits HQ		SM Megamall	157.00										
		SM Megamall		Estancia (DW Estancia)											
		Estancia (DW Estancia)		Robinsons Magnolia (DW Magnolia)											
		Robinsons Magnolia		Digits HQ											

Total	2,397.60
Less: Petty Cash Received	
Advances from (Advances to) employee	

Prepared by:

Requestor's Signature/ date

Checked by:

EVELYN LETRAN
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