

DIGITS TRADING CORP

Period Covered:

January 6-12, 2023

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
1/6/2023	RESTY SOLOMON-PICK UP GARBAGE COLLECTION	1,500.00
	GARBAGE COLLECTION	
1/7/2023	RESTY SOLOMON-PURCHASED CROSS TEE FOR RMA MAN HOLE AND RAT GLUE FOR PARKING AREA	80.00
	MAIN OFFICE TO N.DOMINGO	
	N.DOMINGO TO MAIN OFFICE	
	MAIN OFFICE TO ARAYAT	
	ARAYAT TO MAIN OFFICE	
	RESTY SOLOMON-PURCHASED CROSS TEE FOR RMA MAN HOLE AND RAT GLUE FOR PARKING AREA	416.00
	4 FT. CROSS TEE	
	4 PCS RAT GLUE	
1/9/2023	ARNEL BRAZAS-ASSIST VELOCITY CONTRACTOR	100.00
	OT MEAL FOR JAN 9 & 10	
1/11/2023	RESTY SOLOMON-PURCHASED EQUIPMENTS NEEDED FOR INSTALLING OUTLET IN SERVER ROOM RMA	1,098.00
	2 PCS OUTLET	
	2 PCS MASONRY	
	10 PCS SCREW	
	10 PCS TOX	
	2 PCS PVC MOULDING	
	2 PCS ELECTRICAL TAPE	
	2 PCS UTILITY BOX	
	5 MTRS FLAT CORD	
	RESTY SOLOMON-PURCHASED EQUIPMENTS NEEDED FOR INSTALLING OUTLET IN SERVER ROOM RMA	40.00
	MAIN OFFICE TO FARMERS	
	FARMERS TO MAIN OFFICE	
1/12/2023	ARNEL BRAZAS-ASSIST VELOCITY CONTRACTOR	50.00
	OT MEAL	
	FRED CHUA-PURCHASED 1 SET 12V GRINDER TOOL FOR GROUTING IN MAIN OFFICE	458.00
	1 SET 12V GRINDER TOOL FOR GROUTING	
TOTAL:		3,742.00

Prepared by:

JEN RAPISTA

ADMIN

Approved by:

MAY ROS TORALES

ADMIN HEAD

BOXTALKS INC

Period Covered:

January 6-10, 2023

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
1/6/2023	JEN RAPISTA-FOR NOTARY OF AFFIDAVIT OF UNDERTAKING FOR BTI	150.00
	NOTARY OF DOCUMENTS	150.00
1/9/2023	CHINO DE LEON-DISMANTLE OF LIGHTS IN DW EASTWOOD	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO EASTWOOD	20.00
	EASTWOOD TO CUBAO	20.00
1/10/2023	JENIFER RAPISTA-FOLLOW UP TO OMB OFFICE REGARDING IMPORT PERMITS OF BTB SERVICE CENTER BUT ALL EMPLOYEES OF OMB ARE IN WFH SET UP W/O MEMO IN WEBSITES AND SOCIAL ACCOUNT	
	MAIN OFFICE TO ARAYAT	30.00
	ARAYAT TO KAMUNING	12.00
	KAMUNING TO TIMOG AVE	12.00
	TIMOG AVE TO KAMUNING	12.00
	KAMUNING TO ARAYAT	12.00
	ARAYAT TO MAIN OFFICE	30.00
TOTAL:		318.00

Prepared by:

JEN RAPISTA
ADMIN

Approved by:

MAY ROS MORALES
ADMIN HEAD