

DIGITAL WALKER CORP

Period Covered:

June 6-10, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
6/6/2022	ARVIN GAVINO-DELIVER SIGNBOARD PERMIT TO DW SM MEGAMALL, DW PODIUM, DW SHANGRI-LA	
	OMB TO SM MEGAMALL	77.80
	SM MEGAMALL TO SM PODIUM	9.60
	SM PODIUM TO SHANGRI-LA	16.00
	SHANGRI-LA TO MAIN OFFICE	43.20
	JOHN DAVID LAGTO-PARKING FEE (50 PESOS)	
	DISINFECT/ULV FOGGING IN DW UP TOWN CENTER	
	OT MEAL	50.00
	PARKING FEE	50.00
	CHINO DE LEON-REPAIR OF WOODEN SHELVES IN DW GLORIETTA/REPLACEMENT OF STRIPLIGHTS AND POWER SUPPLY IN DW ROCKWELL (DWG2-053122-0030) (DWR-060422-0015)	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO AYALA	25.00
	AYALA TO GUADA	13.00
	GUADA TO ROCKWELL	10.00
6/7/2022	ROCKWELL TO GUADA	10.00
	GUADA TO CUBAO	20.00
	CUBAO TO MAIN OFFICE	20.00
	JOHN DAVID LAGTO-DISINFECT/ULV FOGGING IN DW SM MEGAMALL	
	OT MEAL	50.00
	CHINO DE LEON-REQUESTING OF PETTYCASH IN DW ROCKWELL FOR THE LED STRIPLIGHT (DWR-060422-0015)	
6/8/2022	GUADA TO ROCKWELL	10.00
	ROCKWELL TO GUADA	10.00
	GUADA TO CUBAO	20.00
	CUBAO TO MAIN OFFICE	20.00
	CHINO DE LEON-PURCHASING OF MATERIALS FOR THE REPLACEMENT OF POWER SUPPLY IN DW ROCKWELL/PURCHASING OF CEILING LIGHT AT MARKET MARKET FOR THE REPLACEMENT OF CEILING LIGHT IN DW ONE BONI (DWR-060422-0015) (DWOONEBONI-060722-0028)	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO RECTO	20.00
	RECTO TO CUBAO	20.00
	CUBAO TO GUADA	20.00
	GUADA TO ROCKWELL	10.00
	ROCKWELL TO GUADA	10.00
	GUADA TO MARKET	13.00
	MARKET TO ONE BONI	13.00
	ONE BONI TO MARKET	13.00
	MARKET TO ONE BONI	13.00
	ONE BONI TO MARKET	13.00
	MARKET TO GUADA	13.00
	GUADA TO CUBAO	20.00
	CUBAO TO MAIN OFFICE	20.00

6/9/2022	CHINO DE LEON REQUEST FOR THE RESTORATION OF TV SET/REPAIR THE REPAIR OF DW LOGO SIGNAGE (DWSMAR-060822-0004) (DWSMAR-060822-0005)		212.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO N-A	16.00	
	N-A TO MARILAO	50.00	
	MARILAO TO SM	30.00	
	SM TO MARILAO	30.00	
	MARILAO TO TRINOMA	50.00	
	TRINOMA TO CUBAO	16.00	
6/10/2022	CHINO DE LEON PURCHASED 1PC ELECTRICAL TAPE FOR THE REWIRING & REPLACEMENT OF DW SIGNAGE POWER SUPPLY IN DW SM MARILAO (DWSMMAR-060822-0004)		272.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO RECTO	20.00	
	RECTO TO CUBAO	20.00	
	CUBAO TO N-A	16.00	
	N-A TO MARILAO	50.00	
	MARILAO TO SM	30.00	
	SM TO MARILAO	30.00	
	MARILAO TO N-A	50.00	
	N-A TO CUBAO	16.00	
	CUBAO TO MAIN OFFICE	20.00	
	CHINO DE LEON PURCHASED 1PC ELECTRICAL TAPE FOR THE REWIRING & REPLACEMENT OF DW SIGNAGE POWER SUPPLY IN DW SM MARILAO (DWSMMAR-060822-0004)		53.00
	1 PC ELECTRICAL TAPE	53.00	
TOTAL:			1,224.60

Prepared by: MIMI C. FERRER
ADMIN SUPERVISOR

Approved by: KAT GO
ADMIN HEAD

Requestor's Name:

Arvin Savino

Date of Requisition:

• 06-06-22

Date of Liquidation:

Less: Petty Cash Received

Advances from (Advances to) employee

#141.60

~~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:

References

Signature overprinted name of the
Requestor, date

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

RECEIVED

Signature over printed name of the Petty
Cash Custodian/ date

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

Transmittal Form

To: DW - Sm megamall
From: Digits - Admin

No. 146812
Date: 05/04/22

[illegible]

Prepared by: John G. Smith

Received by: Tracy S. Henderson
06/06/12

Transmittal Form

To: Jw. Podium
From: Digita Admin

No. 144143
Date: 06/06/22

[illegible]

Prepared by: _____

Received by: Angela Warboja *afm 6/06/22*

Transmittal Form

To: DW: Padium
From: Digits Admin

No. 146810
Date: 05/04/22

[illegible]

Prepared by: _____

Received by: Angela Nambaja *dfn 6/06/22*

Transmittal Form

To: bw-changrila
From: picits-admin

No. 146811
Date: 5/04/22

[illegible]

Prepared by:

Arvin Gavino

Received by:

maulana 0606/12

DW

JOHN DAVID LAGTO \

Date of Liquidation:

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

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

Signature over printed name of the Petty
Cash Custodian/ date

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

AYALA LAND METRO NORTH, INC.
MUTIPMAN AVE., PROJ. OF CAMPUS, BILIMAN
QUEZON CITY
VAT REG TIN: 010-426-069-001
MIN: 17100000000000000000
S/N: 1720000017027

Unit No. : 0-1200051
Lot No. : 78190478
Licensor : MR. AYALA, MARINEL A
Terminal : 10-1
Plate No. : 017411
Parker Type : CAR
Date/Time In : 06/04/2022 20:32
Date/Time Out : 06/04/2022 21:10
Duration : 0: 00: 38s, 51s
Amount : 44.84
VAT : 5.36
Total : 50.20

Cash Tendered : 50.20

Change : 0.00

NAME OF PARKER: _____

ADDRESS: _____

Doc. No.: 04200653-10-70-00440451 (01/22
A-000)
PTU No.: FP100011-000-0143722-00001
Date Issued: 06/02/2022

This serves as your Official Receipt
RECEIPT SHALL BE VALID FOR FIVE (5)
YEARS FROM THE DATE OF THE PERMIT TO USE

DIGITS

1 HOUR DURATION

56 Mayor Ignacio Diaz St., San Martin De Porres, QC

Tel. No: 8654-35-61 CP No: 09178696980

06/06/22

GUARD IN

GUARD OUT

2000H LG LADARAN PAA

Date

6-6-22

Time

In

Out 2000H

LG

☐ Regular

☐ Time

☐ Main Office

☐ Restaurant

☐ Retail

☐ Commissary

Client

DIGITAL WALKER

Location

U.P TOWN CENTER

Services Performed	Target Pest (s)	Application Method
<input type="checkbox"/> Inspection	Crawling Insect	ULV Cold Fogging
<input checked="" type="checkbox"/> Treatment	Flying Insect	
<input type="checkbox"/>	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
CANISPRAY	1.5	15.00	2.00
Unit Cost per Square Area			17.00
Location Square Area			

Total Amount Due (Php)

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	JOHN DAVID LARAO	15 MINS
ULV Fogging Disinfection		

Remarks

S

Ref. No.

Serviced by

JOHN DAVID LARAO

Client's Printed Name & Signature

CHIELSA LADRONIO

06/06/22

DWR - 060422 - 0015

Requestor's Name:

BERNARDINO Chino de Geni

Date of Requisition: 06-02

Date of Liquidation: May 6 2000

Dn

[illegible]

Prepared by:

requestor's Signature/ date

Checked by:

B- PAKTWO
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

WORK ORDER REQUEST FORM

REQUESTOR'S NAME

DEPARTMENT/STORE

DATE SUBMITTED

WORK NO.

05/31/12

DWL-2-053122-00740

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 repair of road side

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

REQUESTER'S NAME

DEPARTMENT

DATE RECEIVED

CONTRACTOR/IN-HOUSE

06.0

A. de la Cruz

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

recommendation for conversion to racking

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

DONE

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

VERIFIED BY

(Signature)

Leiza Sandayan

6-6-2012

DATE VERIFIED

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	04/04/20
DEPARTMENT/STORE	bw rollment	WORK NO.	DWR-040422-0015
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- request for replacement of copyright 1

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

REQUESTEE'S NAME	Bene Pando	DATE RECEIVED	04/04/20
DEPARTMENT	bw	CONTRACTOR/IN-HOUSE	contractor

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

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
- for inspection only send to replace on copyright and power supply							

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

FOR REPLACEMENT OF POWER SUPPLY

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

VERIFIED BY	Angela M. 6-6-22	DATE VERIFIED	
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To be fill up by the admin dept. and requestor..

DW

PETTY CASH LIQUIDATION REPORT

Chen Sheng

06-0422

06.02.22

Less: Petty Cash Received	50.00
Advances from (Advances to) employee	\$ 10.00

Prepared by: [Signature]
Requestor's Signature/ date

Checked by: 13. [Signature]
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

[illegible]

☐ **EMERGENCY** ☐ **URGENT** ☐ **ROUTINE** ☐ **OTHER**

- sheet in document of page 100

3-1-20

Date	Start Time	End Time	Service Report No.
12/12/2011	12:00 PM	1:00 PM	12345

[illegible]

ADDITIONAL INSTRUCTIONS

ASIN: 0-17-000000-0 DATE: 01-01-00

DW

JOHN DAVID LAGTO

Date of Liquidation:

ULV FOLDING
D/W SM MEGAMALL

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

Signature over printed name of the Requestor/ date

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

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

DIGITS

DISINFECTANT CURATOR

56 Mayor Ignacio Diaz St., San Martin De Porres, QC

Tel. No: 8664-35-61 CP No: 09178696980

GUARD IN 2248H PV 06-07-22

GUARD OUT 2100H SE COMPLAINT

Date 6-7-22 Time In 10:48 PM Out 9:00 PM

☐ Regular ☐ Time ☐ Main Office ☐ Restaurant ☐ Retail ☐ Commissary

Client DIGITAL WINDER

Location SMI MEGAMALL

Services Performed	Target Pest (s)	Application Method
<input type="checkbox"/> Inspection	Crawling Insect	ULV Cold Fogging
<input checked="" type="checkbox"/> Treatment	Flying Insect	
<input type="checkbox"/>	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
SONNYSpray	1.5 L	15.00	2.00
Unit Cost per Square Area			17.00
Location Square Area			

Total Amount Due (Php)

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	JOHN DAVID LAGID	30 mins
ULV Fogging Disinfection		

Remarks

STORE ULV FOGGING DISINFECTION

Ref. No.

Serviced by

JOHN DAVID LAGID

Client's Printed Name & Signature

JOHN DAVID LAGID

DW ONE BONE - 060722 - 0028

Requestor's Name:

Amro Khan

Date of Requisition: 01-03-70

Date of Liquidation: _____

Dn

Destination						Supplier details								
Date	Particular	From	To	Amount	Remarks	Company name	Address	TIN#	SIN	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		Mamir	Chebo	20,										
		offan	rech	20,										
		cheo	gaba	20,		Exchanging								
		rech	cheo	P 20,		of Paul								
		gaba	rech	P 20,		spay at								
		rech	gaba	P 10,		rach maha								
		gaba	rech	P 10,		bw								
		rech	mali	P 13,		replenish								
		mali	Rech	P 13,		or paul apply								
		Rech	mali	P 13,										
		mali	Rech	P 13,		Exchange								
		Rech	mali	P 13,		if only light at market mali								
		mali	Rech	P 13,										
		Rech	mali	P 13,		replacement								
		mali	Rech	P 13,		of Gibe light								
		Rech	mali	P 20,		at bw or								
		mali	Rech	P 20,		bani								
				217,										
				- 180										
				- 68										

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: Amal Patel
Requestor's Signature/ date

Checked by: B. Prasad
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.

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	06/04/22
DEPARTMENT/STORE	Dal. Porewell	WOR NO.	DWR - 060422 - 0015
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- Request for replacement of power supply

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

REQUESTEE'S NAME	Ben Pardo	DATE RECEIVED	06-07-22
DEPARTMENT	Power	CONTRACTOR/IN-HOUSE	C-0100

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

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
- to purchasing of parts							

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

DONE

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

VERIFIED BY	Agay R. Callang	DATE VERIFIED	6-7-22
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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	Dec 09/22
DEPARTMENT/STORE	IN Admin	WOR NO.	DWOWEBOM - 06072 - 0028
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- broken ceiling light

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

REQUESTEE'S NAME	Bernie Bando	DATE RECEIVED	Dec 09/22
DEPARTMENT	Admin	CONTRACTOR/IN-HOUSE	C. delos

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 ceiling light and wiring							

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

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

VERIFIED BY	Reynaldo G. Geronimo	DATE VERIFIED	
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To be fill up by the admin dept. and requestor..

DWLMAR - 060822 - 0005 \

Requestor's Name: Chino Chan

Date of Requisition: 06-09-20

Date of Liquidation: _____

Dh

[illegible]

Prepared by _____
Requestor's Signature/ date _____

Checked by: B. [Signature]
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

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
DEPARTMENT/STORE	WORK NO.
PRIORITY LEVEL	

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- asked for service
- request for installation of TV

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

REQUESTER'S NAME	DATE RECEIVED
DEPARTMENT	CONTRACTOR/IN-HOUSE

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

WORK/ACTIVITIES PERFORMED

Date	Start Time	End Time	Service Report No.
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- request for replacement of pan supply
- for inspection only for installation of TV

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

TO BE CONTINUED

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

VERIFIED BY	DATE VERIFIED
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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	06/06/22
DEPARTMENT/STORE	San Martin Market	WOR NO.	DWSMAR - 060622 - 0004
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

base inspection

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

REQUESTEE'S NAME	Ben Bob	DATE RECEIVED	06/10/22
DEPARTMENT	HOW	CONTRACTOR/IN-HOUSE	C. daban

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

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
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replacement of power supply and fixing of wire

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

DONE

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

VERIFIED BY	Permya	DATE VERIFIED	06-10-22
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To be fill up by the admin dept. and requestor..

DW

Requestor's Name: Chino Leon

Date of Requisition: 6.15.50

Date of Liquidation: 6.15.22

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

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

Received by:

[Signature]
Requestor's Signature/ date

Signature over printed name of the
Immediate Superior/date

Signature over printed name of the
Petty Cash Custodian/ date

Signature over printed name of
the Petty Cash Custodian/ date

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

DW

Date of Requisition: 06.10.82
Date of Liquidation: 06.10.82

Anna Helen

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

Signature over printed name of
the Petty Cash Custodian/ date

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

HANDYMAN

ROBINSON'S HANDYMAN INC.
VAT REG TIN 003-888-229-010
NEW FARMERS PLAZA
ARANETA CENTER, CUBAO
QUEZON CITY

Name:
TIN:
ID No:
Address:
Business Style:
Signature:

electrotape 20yds pv 53.00 v
00000000104121

TOTAL P53.00
CASH P55.00

Change P2.00

VAT Sales 47.32
VAT Exempt Sales 0.00
Zero Rated Sales 0.00
VAT 5.68
Total 53.00

Total Items: 1
Cashier: 848 Erika Esteban
Str No: 0106 Date: 06/10/2022 Time: 15:40:59
Terminal No: 0003 Trans ID: 1173

This serves as your Sales Invoice
SI No: 0000010770

Robinson's Handyman Inc.
110 E. Rodriguez Jr. Ave., Bagumbayan QC
ACCDIN NO.: 116-003888229-000651 63022
DATE ISSUANCE: October 02, 2013
EFFECTIVITY DATE: August 01, 2020
VALID UNTIL: July 31, 2025
TIN: 000-888-229-000
SN: 56-50585850
PN: FP116-0033635-00010
MEN: 15051511333698810
IT SHALL BE VALID FOR FIVE (5) YEARS TO USE

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

San Martin Market

DATE SUBMITTED

06/08/22

WOR NO.

DW5MAR - 060822 - 0004

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

basic inspection

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

REQUESTEE'S NAME

Ben Bob
BOW

DATE RECEIVED

06.10.22

DEPARTMENT

CONTRACTOR/IN-HOUSE

C. d. l. n.

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 power supply and fixing of wire

MATERIALS/PARTS USED

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

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

ADDITIONAL INSTRUCTIONS

DONE //

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

VERIFIED BY

Ben Bob
BOW

DATE VERIFIED

06-10-22

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