

PETTY CASH LIQUIDATION REPORT

Requestor's Name: JOHN TIMOTHY E. MARIANO

Date of Requisition: December 1 - 31, 2022

Date of Liquidation: January 9, 2023

		Destination		Supplier details													
Date	Particular	From	To	Amount	Remarks	Company name		Address	TIN#	SI#	OR#	Ref#	Variable Sales	Vat	Vat exempt		
DECEMBER 1, 2022	Gas reimbursement	Digits HQ	DW SM Fairview & BTB Fairview	474.00													
		DW SM Fairview & BTB Fairview	DW UPTC														
		DW UPTC	Digits HQ														
	DW SM Fairview Parking			30.00													
	DW UPTC Parking			50.00													
DECEMBER 6, 2022	Gas reimbursement	Digits HQ	DW Estancia	137.70													
		DW Estancia	SM Appliance Megamall														
		SM Appliance Megamall	DW Magnolia														
	DW Estancia Parking			60.00													
	SM Megamall Parking			50.00													
	DW Magnolia Parking			50.00													
DECEMBER 13, 2022	Gas reimbursement	Digits HQ	DW ATC	586.10													
		DW ATC	DW Greenbelt														
		DW Greenbelt	Digits HQ														
	DW ATC Parking			50.00													
	DW Greenbelt Parking			50.00													
	Tollgate going to DW ATC			164.00													
	Tollgate from DW ATC to Makati			122.00													
DECEMBER 15, 2022	Gas reimbursement	Digits HQ	BTB Market Market	228.90													
		BTB Market Market	BTB Forbestown														
		BTB Forbestown	Digits HQ														
	BTB Market Market Parking			50.00													
	BTB Forbestown Parking			50.00													
DECEMBER 20, 2022	Gas reimbursement	Digits HQ	BTB Lucky China	297.50													
		BTB Lucky China	DW Vertis North														
		DW Vertis North	Digits HQ														
	BTB Lucky China Parking			50.00													
	DW Vertis Parking			50.00													
DECEMBER 22, 2022	Gas reimbursement	Digits HQ	ONESTOP BARCODE (PASAY)	364.90													
		ONESTOP BARCODE (PASAY)	SM Appliance Megamall														
		SM Appliance Megamall	DW Estancia														
		DW Estancia	Digits HQ														
	ONESTOP BARCODE Parking			25.00													
	SACI - SM Appliance booklet			45.00													
	SM Megamall Parking			50.00													
	DW Estancia Parking			60.00													
Total				3,095.10													
Less: Petty Cash Received																	
Advances from (Advances to) employee																	
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Prepared by: John Timothy Mariano
Requestor's Signature/ date

Checked by: Cristine Tiu
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