

DIGITAL WALKER CORP

Period Covered:

JUNE 11-18, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
6/11/2022	CHINO DE LEON-DISMANTLED OF CASH VAULT IN DW ERMITA/REPLACEMENT OF DW SM AURA (DWSMA-060422-0034) (DWE-061022-0015) ✓	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO RECTO	20.00
	RECTO TO PEDRO GIL	20.00
	PEDRO GIL TO RECTO	20.00
	RECTO TO CUBAO	20.00
	CUBAO TO GUADA	20.00
	GUADA TO MARKET	13.00
6/15/2022	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW OKADA	
	OT MEAL	50.00
6/17/2022	CHINO DE LEON-REPLACEMENT OF CEILING LIGHT IN DW TRINOMA (DWTRI-060622-0044) ✓	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO N-A	16.00
	N-A TO CUBAO	16.00
	CUBAO TO MAIN OFFICE	20.00
6/18/2022	RESTY SOLOMON-PURCHASED 1 PC HACK SAW (84 PESOS), 2 PCS CUTTING DISC (38.40 PESOS), 20M WIRE (540 PESOS) (DWMGA-050222-0002) ✓	
	MAIN OFFICE TO FARMERS	20.00
	FARMERS TO MAIN OFFICE	20.00
	1 PC HACK SAW	84.00
	2 PCS CUTTING DISC	38.40
	20M WIRE	540.00
TOTAL:		957.40

Prepared by:

JENIFER RAPISTA
ADMIN

Approved by:

KAT GO
ADMIN HEAD

PETTY CASH LIQUIDATION REPORT

Date of Requisition: 06.11.22
Date of liquidation: 06.11.22

2

Prepared by: 8/1/2011
 Checked by: 8/1/2011
 Signature/ date
 Signature and printed name of the
 Immediate Superior/ date

Checked by:

Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Received by:

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

Received by:

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

Signature over printed name of the

Requestor/ date

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

DEPARTMENT/STORE

dw mac

DATE SUBMITTED

06/09/22

WOR NO.

DWSMA - 060922 - 0024

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

Back 2025 to 18W

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

REQUESTEE'S NAME

DEPARTMENT

Ben

Rmk

now

DATE RECEIVED

06/15/22

CONTRACTOR/IN-HOUSE

C. Dizon

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 285 to 18W

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

SAMMY A. DAUSAY

0-1-22

DATE VERIFIED

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

06-15-2021
06-15-2022

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

for Family

DATE SUBMITTED

WOR NO.

06/10/22

DWE-061022-0015

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 dismantle of vent

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

REQUESTER'S NAME

DEPARTMENT

Ben
Kant
Kow

DATE RECEIVED

CONTRACTOR/IN-HOUSE

06/10/22
C. Silva

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

- dismantle of car vent

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

Christian Carl Samson

DATE VERIFIED

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

06-28-2021

April 4. 2022

Requestor's Name:

Personnel column

Date of Requisition: 06-15-2022

Date of liquidation:

[illegible]

Prepared by: Meddaway
Requestor's Signature/Date: _____

Checked by: B. MONTGOMERY
Signature given printed name of the

Reviewed by:

Signature over printed name of the . . .
Petty Cash Custodian/ date

Signature over printed name of the
Requestor/ date

Signature over printed name of
the Petty Cash Custodian/ date

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

Applicable if the liquidation resulted to "Advances from"

Applicable if the liquidation
resulted to "Advances to"

DIGITS

TECH CURATOR

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

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

GUARD IN 7:15 HRG

GUARD OUT

Date

06-15-2022

Time

In 7:15

Out 10:27



Regular



Time



Main Office



Restaurant



Retail



Commisary

Client

DW-ORADA

Location

Services Performed

Target Pest (s)

Application Method



Inspection

Crawling Insect

ULV Cold Fogging



Treatment

Flying Insect



Rodents & Bacteria

Chemicals

Water

Amount

Machine Amount

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

MARTIN DUMAY

ULV Fogging Disinfection

Remarks:

STOCKS ROOM, CASHIER,
SELLING AREA, FRONT DOOR,

Ref. No. DW-ORADA

06152022

Serviced by:

MARTIN DUMAY

Client's Printed Name & Signature

✓ JOY DUMAY CUMAY
6-15-22

DATA - 6/16/22 - 0644

Chloroform

Date of Requisition: 06-17-22
Date of Liquidation: 06-17-22

3

[illegible]

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

Signature over printed name of the
Immediate Superior/ date

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

Signature over printed name of the
Requestor/ date

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
DEPARTMENT/STORE

bu. Thomas

DATE SUBMITTED
WOR NO.

04/16/22
DNTRI-041622-004A

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- Broken an light

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

REQUESTEE'S NAME
DEPARTMENT

Don Forde
ADM

DATE RECEIVED
CONTRACTOR/IN-HOUSE

06. Apr
C. Chiles

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

WORK/ACTIVITIES PERFORMED

Date Start Time End Time Service Report No.

replaced 4 an light

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

Jayson Aguilar
06-17-22

DATE VERIFIED

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

06-28-2021
April 4, 2022

DWHELA - 050722 - 0002

REST ROOM

[illegible]

Prepared by: [Signature]
 Checked by: [Signature]
 Technician's Signature/ date _____
 Signature over printed name of the _____
 Immediate Supervisor/ date _____

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

Signature over printed name of the Requestor/ date

Signature over printed name of the Petty Cash Custodian/ date

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


Received the above merchandise in good order and condition: _____

TERMS OF SALE: Any payment made for specially fabricated/cut-to-length ordered goods is entirely non-refundable and non-transferable. Failure to claim these within 30 days after the agreed pick-up date will forfeit both the payment and the goods.

400 bkts. (50x2) 20001-40000

Bir Authority to Print NO.: OCN3AU0001522692

Date Issued: March 02, 2018 Valid Until: March 01, 2023

JANBART PRINTING SERVICES 

361 Katipunan St., Brgy. 38 Caloocan City

NON-VAT Reg. TIN: 138-972-932-000

Printer's Accreditation No. 027MP20140000000001

Date Issued: 01-10-2014

"THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"
AND SHALL SERVE AS YOUR OFFICIAL RECEIPT