

DIGITS TRADING CORP

Period Covered:

February 2 - 17 2023

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
2/2/2023	ROSE ANN TAN - PROCESS THE EASYTRIP AND AUTOSWEEP OF SIR HOWARD CAR (FOR SERVICES)	490.00 \
	AUTOSWEEP FEE	290.00
	EASTRIP FEE	200.00
2/6/2023	RESTY SOLOMON-PURCHASED OF REPLACEMENT OF BUSTED LIGHT AT RMA	1,724.00 \
	1PC T8 TUBE GLASS 18 W	209.00
	3PCS T8 BATTEN 18 W	927.00
	1PC TEMOX	328.00
	2PC BIG BI PAI	260.00
	RESTY SOLOMON - TRANSPOR FOR PURCHASING DOOR KNOB FOR HQ CANTEEN	60.00 \
	DIGITS TO ARAYAT	30.00
	ARAYAT TO DIGITS	30.00
	RESTY SOLOMON - PURCHASED DOOR KNOB FOR HQ CANTEEN	600.00 \
	LOCKSET	600.00
2/7/2023	RESTY SOLOMON - TRANSPOR FOR PURCHASING FAUCET & BIDET FOR GROUND FLR. CR	60.00 \
	DIGITS TO ARAYAT	30.00
	ARAYAT TO DIGITS	30.00
	RESTY SOLOMON - PURCHASING FAUCET & BIDET FOR GROUND FLR. CR	1,099.00 \
	FAUCET	500.00
	BIDET	585.00
	TEFLON TAPE	14.00
	JENIFER RAPISTA-FEDEX LOCAL FREIGHT CHARGES	576.80 \
	FUNCTION 101- AWB 771217997916	576.80
2/9/2023	MARTIN DUMAS - CLOSING OVER TIME SCHED FOR DTC MAIN	50.00 \
	MEAL	50.00
2/10/2023	FRED CHUA - GARBAGE COLLECTION FEE EVERY 10DAYS	500.00 \
	GARBAGE COLLECTION FEE (FROM FEB 1-10)	500.00
2/14/2023	CHINO DELEON - TRANSPOR FOR PURCHASING LIGHTS FOR WAREHOUSE	50.00 \
	DIGITS TO ARAYAT	20.00
	ARAYAT TO DIGITS	30.00
	CHINO DELEON - PURCHASING LIGHTS FOR WAREHOUSE (FOR MS.RACHEL REQUEST)	659.00 \
	T8 18W DL MIXTURE	459.00
	T8 LED GLASSTUBE 15W	200.00

	CHINO DELEON - TRANSPOR FOR PURCHASING LIGHTS FOR SIR AMADO REQUEST		50.00
	DIGITS TO ARAYAT	20.00	
	ARAYAT TO DIGITS	30.00	
2/14/2023	CHINO DELEON - PURCHASING LIGHTS FOR SIR AMADO REQUEST		459.00
	T8 18W DL MIXTURE	459.00	
	MARTIN DUMAS - CLOSING OVER TIME SCHED (RELIEVED FOR RESTY SCHEDULE) FOR DTC MAIN		50.00
	MEAL	50.00	
	ARNEL BRAZAS-TRANSPOR FOR NOTARIAL OF DOCS		60.00
	DIGITS TO ARAYAT	30.00	
	ARAYAT TO DIGITS	30.00	
	ARNEL BRAZAS-NOTARIAL OF DIGITS DOCS		150.00
	NOTARY FEE	150.00	
2/15/2023	CHINO DELEON - MAINTENANCE EXPENSE		53.00
	ELECTRIC TAPE 20 YARDS	53.00	
	FRED CHUA - PURCHASING DRAIN CLEANER VIA LAZADA		126.00
	3 PIECES SINK AND DRAIN CLEANER	126.00	
2/17/2023	RESTY SOLOMON- PURCHASE TOOLS AND EQUIPMENTS FOR MAINTENANCE AND UTILITY USED DIGITS BLDG.		4,180.00
	DUPLICATE KEY	30.00	
	3000W MULTIFUNCTION TOOLS	2,800.00	
	1FOOT GUN	450.00	
	1SET FITTING AND RESS	250.00	
	BALL VALVE	250.00	
	3 PCS WALIS	400.00	
	RESTY SOLOMON- PURCHASE TOOLS AND EQUIPMENTS FOR MAINTENANCE AND UTILITY USED DIGITS BLDG.		272.50
	DIGITS TO FARMERS	30.00	
	CUBAO TO RECTO	20.00	
	RECTO TO DIGITS	222.50	
2/21/2023	FRED CHUA - GARBAGE COLLECTION FEE EVERY 10DAYS		500.00
	GARBAGE COLLECTION FEE (FROM FEB 11-20)	500.00	
TOTAL:			11,769.30
Prepared by:	JEN RAPISTA ADMIN		
Approved by:	MAY ROS MORALES ADMIN HEAD		