

**TOYOTA****FINANCIAL SERVICES**

Toyota Financial Services Philippines Corporation

32F GT Tower International, Ayala Ave cor H.

1209 Salcedo Village, Bel-Air, City of Makati

Tel. No: (632) 757-8500

Fax. No: (632) 815-4148

NON-VAT Reg TIN: 219-715-396-00000

PO#:**4500000850****PO Date:****19OCT2018****PURCHASE ORDER**

TO		DELIVER TO	
Supplier	Ace Hardware	Dept/Group	GSD
Address		Address	32F GT Tower International, Ayala Ave cor H.V. Dela Costa
Contact Person		Contact Person	AIS ABAGAT
E-mail Address		E-mail Address	azenith.abagat@toyotafinancial.ph
Telephone No.		Telephone No.	(02) 756-7471
Fax No.		Fax No.	
TIN No.	---	TIN No.	NON VAT 219-715-396-00000

PAYMENT TERMS		PRICE	
30D upon comp. of del. & rect		with VAT	w/o VAT
EXPENSE CODE	PURCHASE REQUEST NO.	PR DATE	
Office Repairs & Maintenance	10001093	15OCT2018	

Please supply the following items subject to all printed terms, conditions and limitations contained on the face and on the reverse side. Terms and conditions are not complied with bills higher than prices indicated will not be honored.

ITEM #	CODE	ITEM DESCRIPTION	COST CENTER	QTY	UOM	PRICE/UNIT	AMOUNT
10		Christmas Tree 8-10ft.	140143	1	PC	10,000.00	10,000.00
20		Lights and Ornaments	140143	1	LO	8,000.00	8,000.00
		San Fernando Business Center					
		Christmas Decoration					
		=====NOTHING FOLLOWS=====				SUBTOTAL:	PHP 18,000.00

PREPARED BY	NOTED BY	Sub-Total	PHP 18,000.00
AZENITH AISAA ABAGAT	AZENITH AISAA ABAGAT	Tax	0.00
		Discount	0.00
PURCHASING STAFF	PURCHASING HEAD	Total	PHP 18,000.00

APPROVED BY:	APPROVED BY:	APPROVED BY:
MARLO PERNEZ	DR. DAVID GO	ATSUSHI MURAKAMI
COMPTROLLER	TREASURER	PRESIDENT

IMPORTANT

1. SELLER AGREES TO SELL AND DELIVER GOODS OR SERVICES SPECIFIED HEREIN SUBJECT TO TERMS AND CONDITIONS IN THE FACE AND REVERSE SIDE HEREOF
2. PO NUMBERS MUST BE SHOWN IN ALL CORRESPONDENCE, INVOICES AND DELIVERY RECEIPTS
3. ORIGINAL INVOICE, PO and DR SHOULD BE SUBMITTED TO ACCOUNTING SECTION (COMPTROLLERSHIP DEPARTMENT) FOR PROCESSING OF PAYMENT.

P.O. Acknowledged By:

Print Name & Signature

Date: _____

Time: _____

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX**THIS PURCHASE ORDER SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE****THIS IS A SYSTEM-GENERATED DOCUMENT UNDER A COMPUTERIZED ACCOUNTING SYSTEM**

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BIR Permit To Use No: 1709_0124_PTU_CAS_000163 Date Issued: 09/25/2017 Valid Until: 09/30/2022

ABM Global Solution, Inc.

SM Makati CyberOne, Jupiter St., Makati City, 1209 Philippines

VAT Reg. TIN: 207-647-394-00049

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TOYOTA
FINANCIAL SERVICES

PR No. 10001093

TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION
PURCHASE REQUISITION FORM

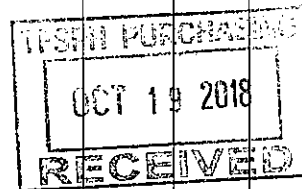
DATE PREPARED	NEED BY DATE	ORDER TYPE
October 15, 2018	October 29, 2018	Repeat Order New Order

IMPORTANT REMINDERS:

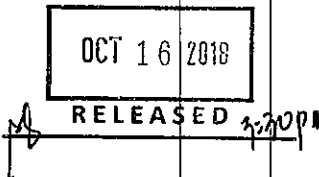
- a) P.O. Processing : 1 Week for Repeat Order, 2 Weeks for New Order (includes sourcing of vendor, gathering of quotation & PO processing)
b) Delivery : Upon receipt of P.O., 2-3 Weeks or depending on the availability of the item/s
c) Please provide attachment for item specifications or justification if needed, coordinate with GSD for assistance

NO.	CODE	ITEM DESCRIPTION	COST CENTER	DEPARTMENT	PURPOSE	QTY	UoM	ESTIMATED PRICE	TOTAL ESTIMATED AMOUNT
10		Christmas Tree 8-10ft.	140143	Comptrolle rship		1	PC	10,000.00	10,000.00
20		Lights and Ornaments	140143	Comptrolle rship	San Fernando Business Center Christmas Decoration	1	LO	8,000.00	8,000.00
		NOTHING FOLLOWS							

Ms. Christine Delmo



TFSPH-BUDGET & MIS



TOTAL 18,000.00

PREPARED BY	ENDORSED BY	APPROVED BY
ERUEL D. DELA ROSA	BERNADETTE B. BARTOLAZO	MARLON M. PERNEZ
REQUISITIONER	TEAM/DEPARTMENT HEAD	GROUP HEAD

FOR IT-CAPEX REQUEST
(for computer and accessories, software and hardware)

IT APPROVAL

☐

APPROVED

☐

DISAPPROVED

Remarks: _____

Validated By: _____

Noted By: _____

IT Personnel

IT Head

**CONTROLLERSHIP USE ONLY
BUDGET CERTIFICATION**

Account Code 610000
Account Description Office Repairs & Maintenance
Cost Center 140143

☐ Budgeted

☐ Not Budgeted

Approved Budget 32,922,520.88
Less: Availments
Actual 11,916,426.02
Planned 267,142.74
This Request 18,000.00
YTD Availments 12,201,568.76
Balance 20,720,952.12

Budget Control Number: _____

Verified By: _____

Date: _____

Y. ANDALIS & F. MEDRANO
Budget & MIS

October 2, 2018

ATSHUSHI MURAKAMI
President

BERNARD CARAGUE
Senior Vice President

DR. DAVID GO
Treasurer

ROMMEL J. OCAMPO
Senior Vice President

Re: BUDGET APPROVAL FOR NEW CHRISTMAS DECORATION IN HEAD OFFICE & BUSINESS CENTERS

Background:

- As part of the yearly tradition, TFSPH sets up Christmas decoration in the office by the start of November until the end of December.
- For the past two years (2015-2017 Christmas season), GSD re-used the existing Christmas decoration and ornaments in head office.
- Last year, GSD was able to provide new Christmas decorations for Davao and Cebu Business Centers, while a decoration was also set-up in Lipa Business Center, most of the items used are excess and recycled materials from the head office. In addition, due to time and budget constraint, San Fernando Business Center has not been included in the said preparation.

Current Situation:

- The existing Christmas decoration in head office were already defective due to wear and tear. The Christmas tree assigned at 32F cannot be re-used this year due to defective stand and can no longer be repaired. Most of the ornaments are being utilized for more than five years already.
- Two business centers don't have a Christmas decoration yet (San Fernando and Lipa Business Centers)
- GSD has no budget provision for Christmas decoration for FY2019

Recommendation:

- Approve request to purchase new Christmas decoration and ornaments for head office and for two business centers
- Ex-budget approval for the estimated expenses as per below breakdown:

Particulars	Qty	UoM	Est. Cost	Total
1. Head Office-GT Tower (32 & 42)				
- Christmas Tree 10-12ft Height for 32F	1	pc	14,000.00	14,000.00
- Lights and ornamentals for 32F	1	lot	13,000.00	13,000.00
- Lights and ornamentals for 42F	1	lot	13,000.00	13,000.00
- Parol/Buntings in office areas - 32F & 42F	1	lot	20,000.00	20,000.00
sub-total				60,000.00
2. San Fernando Business Center				
- Christmas Tree approx. 8-10ft Height	1	pc	10,000.00	10,000.00
- Lights and ornamentals	1	lot	8,000.00	8,000.00
sub-total				18,000.00
3. Lipa Business Center				
- Lights and ornaments for Lipa Business Center	1	lot	8,000.00	8,000.00
sub-total				8,000.00
Grand Total				86,000.00

Note: As per checking with BMIS, budget can be allocated coming from FY2019 GSD Budget for Repairs & Maintenance, balance to date P 6,949,043.00

- Old and defective decors and ornaments will be disposed properly, while the old items that can be re-used will be set-up in Cabuyao warehouse office area and security barracks.

Authored By:

Noted By:

ANNEX B_BUDGET EVALUATION AND CERTIFICATION
TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION
BUDGET EVALUATION AND CERTIFICATION

PROJECT/PROPOSAL: New Christmas Decoration in Head Office & Business Centers **REQUESTING DEPARTMENT:** GSD
BUDGET CONTROL #: FY2019-BMIS-140143-0008 **DATE:** 10/9/2018

BUDGET CERTIFICATION:


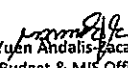

Office Repairs & Maintenance excluding Maintenance Dues:	
Approved Budget:	3,530,760.00
Annualized Actual (1,560,647 X 12 / 6)	3,121,294.00
This request:	86,000.00
Total Request	3,207,294.00
Balance	323,466.00

EVALUATION:

Christmas decorations is not budgeted as a line item under Office Repairs and maintenance. However, overall budget can accommodate the request.

RECOMMENDATIONS AND REQUESTS:

Kindly specify in the Purchase Requisition Form the accountable person for each item and log it down to the Accountability Card accordingly.

Prepared by:  Kristelle Abby Songcuan Budget & MIS Specialist	Verified by:  Yuen Andalis Pacarias Budget & MIS Officer	Certified by:  Marlon W. Perez Comptroller
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