

Date: 04/26/24

REQUEST FOR:

(☒) Change item (☐) Refund
GCOC
Section

NAME: Podilla Solior
ADDRESS: Aldea Granada, Buenavista, Bdm
COMPLAINT: Wrong Transaction. The cashier
transacted 1 BAG of YAN YAN CHEESEBALLS
CURLS worth 188.00 but the customer
didn't buy the said item.

RECOMMENDATION: Asked for re-transaction.

Contact No: 097010979165

Proposed
Officer of the day

S. Solior
Customer Signature

Change Item/Refund Approved by

MISCONDUCT FORM

DATE: 04/26/24
TO: HRD
FROM: CWD
NAME OF ERRING
EMPLOYEE: Catherine Bagtong
DEPT: GCOC

INFRACTION: Negligence.
DETAILS: She transacted 1 Bag of YAN
YAN CHEESEBALLS CURLS worth 188.00
but the customer didn't buy the said item.

VIOLATION NO: _____
OFFENSE: _____
CWD/Proposed
DEPARTMENT/SUPERVISOR

ALTURAS SUPERMARKET CORPORATION
INTEROFFICE MEMO

TO: MIS, IAD, ACCOUNTING
FROM: CWD
DATE: 04/26/24
SUBJ: Wrong Transaction.

> The cashier transacted 1 BAG of
YAN YAN CHEESEBALLS CURLS worth 188.00
but the customer didn't buy the said
item.

> Kindly and Thank you!

CWD/Proposed

ALTURAS SUPERMARKET CORPORATION
TALIBON BRANCH
Packing List

00045703

Customer: Podilla Solior Date: 4/26/24
Address: Buenavista
Ref. OR No. / TDS No. 00014

QTY	Unit	Description	Remarks
1	case	Blacky Mr. Baga 55g	
1	case	Silver Swan 200ml	
1	case	Wino 200ml	
3	case	Wino 200ml	
3	Bundle		

Cashier: Bagtong Bagger: Mark
Checked by: _____ Checked by: _____
COC Checker/ WS-COC Checker Guard on Duty