

ALTURA'S SUPERMARKET CORPORATION
INTEROFFICE MEMO

TO: AD

FROM: Jessa Kharl E. Masquedá

DATE: Jan. 18, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust this purchase
Credit memo no. TSM-P225532 dated 1-5-24.
Wrong entry of vendor code and item code.
Encoded \$2600 instead of \$7399 and
602827 instead of 673896.

Thank you.

Jem

MISCONDUCT REPORT

DATE: Jan. 18, 2024

TO: HRD

FROM: Jessa Kharl E. Masquedá

NAME OF ERRING EMPLOYEE: Chloeyd Andre Garcia

DEPARTMENT ASSIGNED: GSA

INFRACTION: Negligence

DETAILS: Wrong entry of item code. He wrote
602827 in the B.O form instead of
673896, refer TSM-P225532 dated
1-5-24.

VIOLATION NO.: First offense in wrong

OFFENSE NO.: entry of item code

Jem
MASQUEDA, JESSA KHARL
DEPARTMENT SUPERVISOR

MISCONDUCT REPORT

DATE: Jan. 18, 2024

TO: HRD

FROM: Jessa Kharl E. Masquedá

NAME OF ERRING EMPLOYEE: Jessa Kharl Masquedá

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of vendor code. She encoded
\$2600 instead of \$7399, TSM-P225532 dated
1-5-24, encoded \$7399 instead of \$2851
TSM-P225643 dated 1-16-24 and \$7399
instead of \$2600, TSM-P225646 dated
1-12-24.

VIOLATION NO.:

OFFENSE NO.:

Jem
MASQUEDA, JESSA KHARL
DEPARTMENT SUPERVISOR

**ALTURAS GROUP OF COMPANIES
ALTURAS SUPERMARKET-TALIBON BRANCH
Población, Talibon, Bohol**

52000

Control No: **00039820**

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: _____
Supplier's Name: W.L. feeds

Date: 1-3-24

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
602827	4806521112079	Potato chips Sans. 1kg	6	Pcs	10.75	8.74	Damage
197918	4806521111828	Taffos spicy chunky 8kg	1	Pack	14.85	11.89	"
651605	4806521111466	Taffos Pkgy 6kg	2	Pcs	10.40	8.19	"
188553	4806521111461	Pancho 32 paint milk 1kg	1	"	12.25	9.80	"
148109	4806511015280	Muncher corn chunk 1kg	1	"	8.00	10.19	"

Prepared by: gamba
Lane/Rack in-Charge
Name: Maribel Andue G.
Date: 1-3-24

Approved by: [Signature]
Supervisor
Name: Mariela Contas
Date: 01/04/24

Received by: _____
Store B.O Location
Name: _____
Date: _____

Checked by: [Signature]
Checker
Name: Benck. Am
Date: 01/04/24

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market
Pob. Talibon, Bohol
BOHOL Talibon

LEONARDO DISTRIBUTORS INC.
TAGB.CITY

Pay-to Vendor No. S2600

Purchase - Credit Memo
Page 1

January 5, 2024
Credit Memo No. TSM-P225532

Posting Date 01/05/24

Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039820 F

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
602827	ALADDIN FUNTAS STICK CHEESE 10X10+1/56G	6PCS	8.74		Ye VAT12	52.44
197918	TATTOOS CORN TUBE SPICY CHEESE 30x88G	1PAC	11.89		Ye VAT12	11.89
651655	TATTOOS CORN TUBE BBQ 10x10x60G	2PCS	8.19		Ye VAT12	16.38
188553	WL PANDA 3D MILK BISCUIT 10x10x56G	1PCS	9.80		Ye VAT12	9.80
145409	MUNCHER CORN FLAKES 100/35G	1PCS	6.19		Ye VAT12	6.19
Total PHP Incl. VAT						96.70
12% VAT						10.36
Total PHP Excl. VAT						86.34

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	96.70	96.70	0.00	86.34	10.36
Total		96.70	96.70	0.00	86.34	10.36

Prepared by:


Mark Perijan

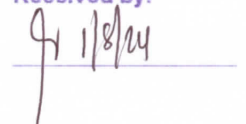
Checked by:



Approved by:



Received by:


J 1/8/24

Run Time: 1:41:48 PM

Run Date: 01/05/24

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market
Pob. Talibon, Bohol

Purchase - Credit Memo

Handwritten: 205