

MISCONDUCT REPORT

DATE: Feb. 3, 2024

TO: HRD

FROM: Jessa Kharl E. Masqueda

NAME OF ERRING EMPLOYEE: Mark Anthony Penjan

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong transaction. Encoded receipt as credit memo instead of item journal, refer ISM-P225909 dated 1-29-24.

VIOLATION NO.: _____

OFFENSE NO.: _____

encoded 2/3/24

Jcm

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: /AO

FROM: Jessa Kharl E. Masqueda

DATE: Feb. 3, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust this purchase credit memo no. ISM-P225909 dated 1-29-24.

Wrong transaction.

Encoded as credit memo instead of item journal.

Thank you.

Jcm

DISPOSAL Mark

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

Control No: 00040156

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: S2600

Supplier's Name: ADSA EURO BAKERS MARKETING CORP.

Date: January 25, 2024

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
198018	9516664030002	FERMIPAN INSTANT 2N1 500G	5	PACK	221.50	164.18	Expiry May 17, 2023

Prepared by: [Signature]

Lane/Rack in-Charge

Name: Jemari Daro

Date: January 25, 2024

Approved by: [Signature]

Supervisor

Name: [Signature]

Date: 1-25-24

Received by: [Signature]

Store B.O Location

Name: MARK R

Date: 1/28-24

Checked by: [Signature]

Checker

Name: MARK R

Date: 01-28-24

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

Purchase - Credit Memo
Page 1

LEONARDO DISTRIBUTORS INC.
TAGB.CITY

January 29, 2024
Credit Memo No. TSM-P225909
Posting Date 01/29/24
Prices Including VAT Yes
Vendor Cr. Memo #: BO-0040156

Pay-to Vendor No. S2600

No.	xdescription	Unit Quantit of Me	Direct Unit Cost Disc. %	All VAT In Identifi	Amount
198018	FERMIPAN INSTANT 2n1 DRY YEAST 20x500G	5PAC	164.18	Ye VAT12	820.90
Total PHP Incl. VAT					820.90
12% VAT					87.95
Total PHP Excl. VAT					732.95

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	820.90	820.90	0.00	732.95	87.95
Total		820.90	820.90	0.00	732.95	87.95

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Run Time: 8:57:05 AM

Run Date: 01/29/24