

ALTURAS SUPERMARKET CORPORATION  
INTEROFFICE MEMO

TO: IAO  
FROM: Jessa Khari E. Masquedra  
DATE: Jan. 18, 2024  
SUBJ: Adjustment

Good Day!

Please allow us to adjust the ff.  
purchase credit memo no. TSM-P225045 dated  
1-12-24, TSM-P225064 dated 1-16-24.  
Transacted as credit memo instead of  
item journal.

Thank you.

Jem

MISCONDUCT REPORT

DATE: Jan. 18, 2024  
TO: HRD  
FROM: Jessa Khari E. Masquedra  
NAME OF ERRING EMPLOYEE: Mark Anthony Penjan  
DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong transaction. Transacted as  
credit memo instead of item journal,  
refer TSM-P225045 dated 1-12-24 and  
TSM-P225064 dated 1-16-24.

VIOLATION NO.: \_\_\_\_\_

OFFENSE NO.: \_\_\_\_\_

Jem  
MASQUEDRA, JESSA KHARI  
DEPARTMENT SUPERVISOR

ALTURAS GROUP OF COMPANIES  
ALTURAS SUPERMARKET-TALIPON BRANCH  
Poblacion, Talibon, Bohol

DISPASAL

00039930

Control No: \_\_\_\_\_

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: \_\_\_\_\_  
Supplier's Name: MANUELA Distribution Co. Inc.

Date: 1-11-24

Item no.	Barcode	Description	Qty	Uom.	Unit Cost	Total Amount	Reason/Remark
173445	8992826/21378	MITRA UNGOIL 250ml	30	PAUC	33.86		Expire
172771	8992826/21376	MITRA UNGOIL 1.5L + 250ml	2	PAUC	231.43		Damaged

Prepared by: \_\_\_\_\_

Signature: [Signature]  
Name: Manuel Salas Jr.  
Date: 1-11-24

Approved by: \_\_\_\_\_

Signature: [Signature]  
Name: MICHELE GONZALES  
Date: 1-11-24

Received by: \_\_\_\_\_

Signature: [Signature]  
Name: [Signature]  
Date: 1-11-24

Checked by: \_\_\_\_\_

Signature: [Signature]  
Name: [Signature]  
Date: 01/11/24

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

Inter-Subsidiary Receiving Cr. Memo  
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CENTRAL DISTRIBUTION CENTER  
DE LAPAZ CORTES BOHOL

January 12, 2024

Credit Memo No. TSM-P225645

Posting Date 01/12/24

Pay-to Vendor No. S7399

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0039930

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
173445	MITRA COOKING OIL SUP 48/250ML	30PAC	33.86		Ye	1,015.80
172775	MITRA COOKING OIL SUP 6x1.8L+200ML	2PAC	231.43		Ye	462.86
Total PHP						1,478.66

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
	0	1,478.66	1,478.66	0.00	1,478.66	0.00
Total		1,478.66	1,478.66	0.00	1,478.66	0.00

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Run Time: 4:56:02 PM

Run Date: 01/12/24