

ALTURAS SUPERMARKET CORPORATION
INTEROFFICE MEMO

TO: IAD

FROM: Jessa Khari Mosqueda

DATE: Jan. 21, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust vendor credit
memo. Encoded BO-00369885 instead of
BO-00039885, refer to credit memo no. TSM-P225629
dated 01-12-24.

Thank You.

Jm

MISCONDUCT REPORT

DATE: Jan. 21 2024

TO: HRD

FROM: Jessa Khari Mosqueda

NAME OF ERRING EMPLOYEE: Jessa Khari Mosqueda

DEPARTMENT ASSIGNED: This: Grocery

INFRACTION: Negligence

DETAILS: Wrong vendor credit memo no.

She posted BO-00369885 instead of BO-00039885.

Refer to credit memo no. TSM-P225629 dated
01-12-24.

VIOLATION NO.: _____

OFFENSE NO.: _____

Jm

DEPARTMENT SUPERVISOR

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

Purchase - Credit Memo
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LEONARDO DISTRIBUTORS INC.
TAGB.CITY

January 12, 2024
Credit Memo No. TSM-P225629

Posting Date 01/12/24

Pay-to Vendor No. S2600

Prices Including VAT Yes
Vendor Cr. Memo #: BO-00369885

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
601615	SUGO HONEY ROASTED PEANUTS 30x6/25G	5PAC	28.79		Ye VAT12	143.95
170676	SUGO SALTED PEANUTS GARLIC 6/25G	14PAC	28.79		Ye VAT12	403.06
167812	SUGO COATED NUTS BUTTER FLAVOR 48x50G	64PAC	6.22		Ye VAT12	398.08
170677	SUGO GREASELESS HOT AND SPICY PEANUTS 30x6/2	14PAC	28.79		Ye VAT12	403.06
Total PHP Incl. VAT						1,348.15
12% VAT						144.44
Total PHP Excl. VAT						1,203.71

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	1,348.15	1,348.15	0.00	1,203.71	144.44
Total		1,348.15	1,348.15	0.00	1,203.71	144.44

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Run Time: 4:32:22 PM

Run Date: 01/12/24

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

Control No: 00039885

S2600

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: _____
Supplier's Name: Mabuhay Biscuits corporation

Date: 01-06-24

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
601615	4509010524843	Sugo HR Peanut 25 g	(5)	banks	28.79		
170676	4509010324881	Sugo salted peanut garlic 25g	(14)	banks	28.79		if expired
167212	4509010324263	Sugo coated nuts butter 20g	(64)	packs	6.22		
170677	4509010324898	Sugo hot and spicy 25g	(14)	packs	28.79		

Prepared by: _____
Lane/Rack in-Charge
Name: Denise Paul Ramano
Date: 01-06-24

Approved by: _____
Supervisor
Name: Marijke Osum
Date: 01/16/24

Received by: _____
Store B.O Location
Name: Mark P.
Date: 1/11/24

Checked by: _____
Checker
Name: Barbara A
Date: 01/11/24