

ALTURAS SUPERMARKET CORPORATION  
INTEROFFICE MEMO

TO: 1AD  
FROM: Jessa Khari E. Margueda  
DATE: Jan. 22, 2024  
SUBJ: Adjustment

Good Day!

Please allow us to adjust this  
purchase credit memo no. BSM-P225491  
dated 1-4-24.

Wrong entry of unit cost on item  
807444. Encoded 100.65 instead of 100.64.

Thank you.

Jem

**MISCONDUCT REPORT**

DATE: Jan. 22, 2024

TO: HRD

FROM: Jessa Khari E. Margueda

NAME OF ERRING EMPLOYEE: Mark Anthony Penjan

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of unit cost on  
item 807444. He encoded 100.65  
instead of 100.64, refer BSM-P225491  
dated 1-4-24.

encoded 1/22/24

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

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

Jem  
MARGUEDA JESSA KHARI  
DEPARTMENT SUPERVISOR

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 4, 2024  
Credit Memo No. TSM-P225491

Posting Date 01/04/24

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0039789 S

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All In VAT Identifi	Amount
110976	SAN REMO FETTUCCINE 500G	2PAC	66.40		Ye VAT12	132.80
807444	CLARA OLE CB PASTA SAUCE CRAB FLVR 24x180G	13PAC	100.65		Ye VAT12	1,308.45
133158	TABASCO GREEN PEPPER SAUCE 72/60ML	16PCS	106.73		Ye VAT12	1,707.68
807445	CLARA OLE PASTA NEGRA PASTA SAUCE 24x180G	15PAC	100.64		Ye VAT12	1,509.60
137115	MC GRILL MATES STEAK ALA POBRE MIX 24/40G	1PAC	27.82		Ye VAT12	27.82
140576	BALDUCCI LINGUINE No 1 500G	1PAC	50.90		Ye VAT12	50.90
140575	BALDUCCI SPAGHETTI No 4 500G	1PAC	50.90		Ye VAT12	50.90
111070	SAN REMO ZITA PENNE No 20 12/500G	1PAC	66.40		Ye VAT12	66.40
111071	SAN REMO PENNE RIGATE 12/500G	1PAC	66.40		Ye VAT12	66.40

Total PHP Incl. VAT 4,920.95

12% VAT 527.24

Total PHP Excl. VAT 4,393.71

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	4,920.95	4,920.95	0.00	4,393.71	527.24
Total		4,920.95	4,920.95	0.00	4,393.71	527.24

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Run Time: 2:50:29 PM

Run Date: 01/04/24



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

52600

Control No. **00039789**

**BAD ORDERS SUMMARY CHECKLIST (BOSC)**

Supplier's Code: 54213  
 Supplier's Name: 5454 International Inc.

Date: Jan. 2, 2024

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
110974	9310155101035	San Remo Fettuccine 500g	2	pack		66.40	Gi Bok 2x
807444	4806026207425	Clara Ole CBPS Crab 180g	13	pack		100.64	Expiry: Jan. 6, 2024
133158	011210009387	Tabasco green pepper sauce 60ml	16	per.		106.73	Expiry: Jan. 8, 2024
807445	4806026207418	Clara Ole pasta negra 180g	15	pack		100.64	Expiry: Jan. 12, 2024
137115	4806510070252	McCormick GM Steak and more	1	pack		27.82	Bustot
140576	9310155410007	Balducci Linguine No. 1 500g	1	pack		50.90	Gi Bok 2x
140575	9310155410304	Balducci Spaghetti No. 4 500g	1	pack		50.90	Gi Bok 2x
111070	9310155202435	San Remo Ziti pasta 500g	1	pack		66.40	Gi Bok 2x
111071	9310155202334	San Remo penne 500g	1	pack		66.40	Gi Bok 2x

Prepared by: [Signature]  
 Lane/Rack In-Charge  
 Name: \_\_\_\_\_  
 Date: 1/2/2024

Approved by: \_\_\_\_\_  
 Supervisor  
 Name: [Signature]  
 Date: 01-02-24

Received by: \_\_\_\_\_  
 Store B.O Location  
 Name: [Signature]  
 Date: 1/3/24

Checked by: \_\_\_\_\_  
 Checker  
 Name: BALUCA-JAN.  
 Date: 01/07/24