

MISCONDUCT FORM

DATE: 03/12/24
 TO: HRD
 FROM: CND
 NAME OF ERRING
 EMPLOYEE: Vhon Ryan Exardo
 DEPT: Warehouse

INFRACTION: Negligence

DETAILS: The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50kg to the wholesale cashier, then the cashier transacted 1 sack of BISCOM Central 50kg worth 2,830.00 but the actual stocks available in the warehouse was the
 VIOLATION NO: ple in the warehouse was the
 OFFENSE: VICTORIAS CENTRAL 50kg worth 2,830.00

DEPARTMENT/SUPERVISOR

ALTURAS SUPERMARKET CORPORATION
 INTEROFFICE MEMO

TO: IAD, MIS, ACCOUNTING
 FROM: CND
 DATE: 03/12/24
 SUBJ: Wrong Transaction

>The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50kg to the wholesale cashier, then the cashier transacted 1 sack of BISCOM Central 50kg worth 2,830.00 but the actual stocks available in the warehouse was the VICTORIAS CENTRAL 50kg worth 2,830.00.

Kindly and thank you!

kb

Date: 03/12/24

REQUEST FOR:

☒ Change item ☐ Refund

WHOLESALE

Section

NAME: -BERNARD TORRES

ADDRESS: -CARABANION GETSKE

COMPLAINT: Wrong Transaction. The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50kg to the wholesale cashier, then the cashier transacted 1 sack of BISCOM Central 50kg worth 2,830.00 but the actual stocks available

RECOMMENDATION: in the warehouse was the VICTORIAS CENTRAL 50kg worth 2,830.00.

Contact No:

Office of the day

Customer Signature

Change Item/Refund Approved by

ASC - TALIBON BRANCH

Owned & Managed by ASC

Poblacion, Talibon, Bohol

TIN: 000-254-327-002; Permit #: FP072019-123-0221516-00002

MIN: 19071114312445937; Serial #: 59GS9X5578

SALES INVOICE

SOLD TO: :JOSEPHINE S. TORREON C.O.D (GET-00182)
Cabasakan, Getafe, Bohol

Truck :

B&C Agent :

DSG Agent :

Remarks :

RUN TIME : 8:48:56 AM, Page : 1

Sales Invoice No. : TWS3-SI00039656

SO Number : TWS3-SO00039658

Date : 03/12/24

Due Date : 03/12/24

Payment Terms : COD

TALIBON SUPERMARKET - WS

QTY	UNIT	PARTICULARS	PRICE	AMOUNT
3	BAG	ISLAND FLOUR 25KLS	960.00	2,880.00
1	SACK	BISCOM CENTRAL NEW CROP 50KG	2830.00	2,830.00

Payment Mode : CASH

Total: 5,710.00
Total Discount: 0.00
Grand Total: 5,710.00
ATP: 0.00
GC: 0.00
AR: 0.00
CASH: 6,000.00 6,000.00
CHANGE: 290.00

Delivered by :

Received by :

Encoded by :

Checked by :

APSOF, Inc.

#441 Lt. Artiaga St., San Juan City

TIN: 007-047-985-000; Accr. #: 041-007047985-000483-381181; Valid until: 07/31/2025

Landsteinar Retail 3.75 Plus POS; Date Issued: November 05, 2010; PTU #: 0913-080-165702-045