|  |  |  |  |
| --- | --- | --- | --- |
|  | **División de Servicios** |  | |
| **DOCUMENTO EQUIVALENTE A LA FACTURA -CAJA MENOR** | **CÓDIGO** | **A-A.DS.4-F09** |
| **VERSIÓN** | **16-12-2021** |
| **PÁGINA** | **1 de 2** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **DOCUMENTO EQUIVALENTE A LA FACTURA-** | | | | | | |
|  | | | | | | |
| **FECHA** | | |  | | **FACTURA N°** | |
| DD | MM | AAAA |  | |
|  | | | | | | |
| NOMBRE / RAZÓN SOCIAL DEL PROVEEDOR | | | | | | |
|  | | | | | | |
| NIT/C.C. | |  | | | | |
| DIRECCIÓN | |  | | | | |
| TELEFONO | |  | | | | |
|  | | | | | | |
| CONCEPTO | | | | | | |
|  | | | | | | |
| **CANTIDAD** |  | **DETALLE** | |  | **VR UNITARIO** | **VR TOTAL** |
|  |  | | | |  |  |
|  |  | | | |  |  |
|  |  | | | |  |  |
|  |  | | | |  |  |
|  |  | | | |  |  |
|  | | | | | SUBTOTAL |  |
| RETEFUENTE |  |
| RETEICA |  |
| TOTAL |  |
| ACEPTO QUE NO SOY RESPONSABLE DE IVA | | | | | | |
| FIRMA PROVEEDOR | | | | | | |
|  | | | | | | |
| PERSONA AUTORIZADA | | | | CARGO | | |
|  | | | |  | | |

1. **CONTROL DE CAMBIOS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASPECTOS QUE CAMBIARON EN EL DOCUMENTO** | **DETALLES DE LOS CAMBIOS EFECTUADOS** | **RESPONSABLE DE LA SOLICITUD DEL CAMBIO** | **FECHA DEL CAMBIO DD/MM/AA** | **VERSION** |
| Versión inicialdocumento equivalente a la factura |  | División de Servicio, mediante oficio d.s.4.4.0606/21 29 de junio-2021 | 29-06-2021, aprobado en el Comité Institucional de Gestión y Desempeño | 1 |

1. **ANEXOS**