

## REQUEST FOR PAYMENT

COMPANY : Comfac  
 PAYEE : EEI Corporation  
 AMOUNT IN WORDS : \_\_\_\_\_  
 DATE: 12-18-24

PURPOSE/ DESCRIPTION	AMOUNT
<i>Withholding Tax EEI forgot to deduct</i>	<i>163.93</i>
<i>Report to RCBC 1175155992</i>	<i>\$ 1,550.33 = ₱ 90,647.80</i>

PREPARED BY:  
*Ly*

RECOMMENDING APPROVAL:

APPROVED BY:  
*C*

PAYMENT RECEIVED BY:

Requisitioner's Certification

I understand that this Request for Payment is governed by Company policies that I am fully aware of and bound to comply. Failure on my part to submit the supporting receipts and required documents including excess cash if any, for this disbursement within (1) one week from the date of release of cash / check or date of my return from the field assignment from where the cash advance was made will make the full amount or fraction thereof not otherwise supported by the required receipts and documents due and demandable.

In such case, I am authorizing the Accounting Department to deduct the full amount of my unliquidated cash advance from my incoming payroll. In case when my take home pay for the period is not enough to accommodate the full amount of my debt, it will be deducted on the succeeding payroll periods until the full amount is settled.

Conforme:

Signature over printed name (Requisitioner)

Date