

## PAYMENT REQUEST FORM

Date Requested: 09-Mar-23

Date Needed: ASAP

Mode of Payment: Cash ☐ X ☒ Check *If the request is above Php 1,000.00, cheque will be released.*

Payee: Baccol, Lloyd Jerome

Department: E-Comm

Amount: ₱ 7,378.53

Expense Type: SALARIES AND WAGES

Purpose: Last Pay

Remarks: Last Pay\_BACCOL

**Attachment (if applicable):**

☐ Signed Agreement (signed by executives and consultant)  
☐ TIN IDs and 1valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)  
☐ Billing statement for the applicable month.  
☐ COR / BIR 2303 FORM

**BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT**

Bank:

Branch:

Account Number:

REQUESTED BY:

  
ROSANNA BORNEL

Name Over Signature/ Date

APPROVED BY:

EUNECE PINEDA

(Immediate Head)

*For incomplete attachment*

APPROVED BY:

ATTY. JAENICEN LAMSEN

Legal and Operation Heads

*Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form & complete supporting documents.*

*Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P.O Item(s) such as contracts & permits payments.*

**FOR ACCOUNTING ONLY**

**Accounting Dept:**

Processed by:

Name Over Signature/ Date

**Finance Dept:**

Processed by:

Name Over Signature/ Date

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

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