

# PAYMENT REQUEST FORM

Date Requested: 06-Jan-23  
 Requestor's Name: JENIFER RAPISTA  
 Company: BOXTALKS inc.  
 Department/Branch: IMPORTATION DEPT

Date Needed: 16-Jan-23  
 Start: \_\_\_\_\_  
 End: \_\_\_\_\_

Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.

Amount: 23,230.00

Detailed Purpose: Renewal for OMB AND NTC MPDP & WDN FOR BOXTALKS INC BRANCHES FEB - MAY 2023

Attachment (please specify): Approval screenshot, Previous permit

REQUESTED BY: JENIFER RAPISTA  
 Requestor's print name & signature

☐ CASH ☒ DEPOSIT

## BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: BDO  
 Account Name: JENIFER RAPISTA  
 Account Number: 006580144946

APPROVED BY: \_\_\_\_\_  
 Immediate Head print name & signature

Executive (if applicable)

Note: Accounting Department process payables is 3 working days upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for NON P.O item such as contract & permits, meal allowance, transportation and etc.

## FOR ACCOUNTING USE ONLY

Accounting Dept:	Finance Department		
Received by:	Processed by:	Verified by:	Approved by:
Print name & signature	Print name & signature	Print name & signature	Print name & signature

KIND OF PERMIT	Store	Expiry Date	Permit NO	PERMIT FEE
MPDP	BTB - VISTAMALL NORTH MOLINO LI	28-Mar-23	DD-MP-465b-22R	3030
WDN	BTB VERANZA GENSAN	21-May-23	DP-NC-1124-18	1950
WDN	BTB SERVICE CENTER BGC	April 19, 2023	DP-NC-0943-17	1950
WDN	BTB - VISTAMALL NORTH MOLINO LI	April 4, 2023	WDN-DD-0451a-2022R	1950
OMB	BTB CENTURY	10-Mar-23	RSD 22-021109	2050
OMB	BTB VMALL RETAIL	25-Mar-23	RSD 22-03108	2050
OMB	BTB VMALL SERVICE CENTER	12-Mar-23	RSD 22-021111	2050
OMB	BTB GALLERIA	25-Feb-23	RSD 22-02200	2050
OMB	DW EASTWOOD	25-Feb-23	RSD 22-02199	2050
OMB	DW TRINOMA	25-Feb-23	RSD 22-01406	2050
OMB	DW SHANGRILA	25-Mar-23	RSD 22-03450	2050

TOTAL: 23,230.00