

PAYMENT REQUEST FORM

Date Requested: January 18, 2023

Date Needed : ASAP

Mode of Payment: ☐ Cash

☒ Check

If the request is above Php 1,000.00, cheque will be released.

Payee: ATTY. JAYCEE LAMSEN

Department: LEGAL

Amount: Php 4,707.00

Expense Type:

Purpose: DTC TASKS EXPENSES

Remarks: Transportation, courier and notary fees.

Attachment (if applicable):

☐ Signed Agreement (signed by executives and consultant)

☐ TIN IDs and 1 valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVER'S LICENSE (for new consultants)

☐ Billing statement for the applicable month.

☐ COR / BIR 2303 FORM

☒ Receipts/Notarial Copies

LBC Fee for Archie Daan	127
LBC Fee for Sarah Villegas	90
LBC Fee for Iza Granados	90
Notarial Fee Outside	100
Notarial Fee Outside	100
Notarial Fee Outside	600
Notarial Fee Outside	100
Notarial Fee Outside	2100
Notarial Fee 14 x 100	1400

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BDO

Branch:

Account Number: 2830029166

REQUESTED BY:

ERICA MASQUINATAO

Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE LAMSEN

(Immediate Head)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

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

Processed by:

Processed by:

Verified By:

Approved by:

Name Over Signature/ Date

Name Over Signature/ Date

Name Over Signature/ Date

Name Over Signature/ Date

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