

## PAYMENT REQUEST FORM

Date Requested: 01/23/2023

Date Needed: JAN 24, 2022

Mode of Payment:      Cash

  X   Bank Transfer *If the request is above Php 1,000.00, cheque will be released.*

Payee: JERBE BOLITO

Department:                     

Amount: ₱ 2,905.92

Expense Type:                     

Purpose: TRAVEL ALLOWANCE TO DW ABREEZA DAVAO

Remarks: TRANSPO ALLOWANCE TO DW ABREEZA DAVAO

REQUESTED BY:

  
**BRYAN GABRIEL**  
Name Over Signature/ Date

APPROVED BY:

  
**CRISTINE TIU SANTOS**  
(Immediate Head)

*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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