PAYMENT REQUEST FORM									
Date Requested:	18-Aug-22	Date Needed:	Aug. 22,2022	_					
Mode of Payment:	Cashx Bank transfer	Check	If the request is above Php 1,000.00, cheque w	ill be released.					
Payee: _	EVELYN LETRAN	Department:	Charge to Franchise	_					
Amount:	P 4,000.00	Expense Type:		Bank: BDO					
Purpose:	Team Building (KICKSTART: BTB Market Mar	rket)		<u>-</u>					
Remarks: <u>4</u>	4 attendees 18/08/2022			- -					
REQUESTED BY:	John Tumothy Mariano Name Over Signature/ Date	APPROVED	BY: Ms. Cristine Tiu - Santos (Immediate Head)						
Note: Accounting Payables Process is 3 w	vorking days upon receipt of original Payment I	Request Form & comple	te supporting documents.						
Please attach approved quotation(s) or a	ny proof to support your request. This form will	l only be used for NON I	P.O Item(s) such as contracts						
-	& permits payments.	OD ACCOUNTIN	CONIV						
Association Donti	<u>'</u>	FOR ACCOUNTIN	~ ··						
Accounting Dept: Processed by: Processed by:		Finance Dept: Verified By:		Approved by:					
Name Over Signature/ Date	Name Over Signature/ Date	Name Ov	er Signature/ Date	Name/ Date					
•		Document No.: AFD20161017-001 v.3							

BATCH 1 AUG 23			BATCH 2 SEPT 6		
KICKSTART	2		KICKSTART	2	
RITCHIE MALLEN	ASST. STORE HE	BTB MARKET / DW BHS	FERNANDO ASIROT JRII	STORE HEAD	BTB MARKET MARKET
ERIC CALIGAGAN	CSA	BTB MARKET MARKET	MARY ROSE RENEGADO	CSA	BTB MARKET MARKET