

1601CSEP2022DTC

## PAYMENT REQUEST FORM

Date Requested: 19-Dec-22

Date Needed: ASAP

Mode of Payment: ☐ Cash ☒ Online ☐ Check

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

Payee: Bureau of Internal Revenue

Department: Accounting

Amount: ₱ 156,950.33

Expense Type: TAXES EXPENSES

Purpose: Payment for 1601C of DIGITS TRADING CORP. for the month of September 2022

Remarks:

## 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, 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: \_\_\_\_\_

Bank: BANK OF THE PHILIPPINE ISLANDS  
 Account Name: DIGITS TRADING CORP.  
 Account Number: 8043-0029-62

 REQUESTED BY: Maureen Mae Linssen Dieza  
 Name Over Signature/ Date

 APPROVED BY:   
 (Immediate Head)

For incomplete attachedment

 APPROVED BY: \_\_\_\_\_  
 Legal and Operation Heads

Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form &amp; 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 &amp; 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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