

PAYMENT REQUEST FORM

Date Requested: 27-Jan-23

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: ₱ 72,072.26

Expense Type: TAXES EXPENSES

Purpose: Payment for 2550M of DIGITS TRADING CORP. for the month of November 2022

Remarks:

Attachment (if applicable):

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and 1valid 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 & 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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