

PAYMENT REQUEST FORM

Date Requested: February 10, 2023

Date Needed: February 16, 2023

Mode of Payment: Cash

Check

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

Payee: Jan Isabella R. De Guzman

Department: Human Resources

Amount: ₱ 20,000.00

Expense Type: _____

Purpose: Payment for Thanking Host

Remarks: _____

Attachment (If applicable):

____ Signed Agreement (signed by executives and consultant)

____ TIN IDs and Valid Gov't ID to I.g. SSS, PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants)

____ Billing statement for the applicable month.

____ CDR / BIR 2303 FORM

____ Receipts/Notarial Copies

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BPI Checking Account

Branch: Sta. Lucia Mall Branch

Account Number: 4170013013

REQUESTED BY:

LYRA LARA

Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE BALANSEN

(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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