

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: ₱ 124,079.75

Expense Type: TAXES EXPENSES

Purpose: Payment for 2550Q of DIGITAL WALKER 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: BANK OF THE PHILIPPINE ISLANDS
Account Name: DIGITAL WALKER CORP.
Account Number: 4043-0781-22

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: _____

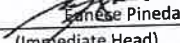
Branch: _____

Account Number: _____

REQUESTED BY:

Maureen Mae Linssen Dieza
Name Over Signature/ Date

APPROVED BY:


(Immediate Head)

For incomplete attachment

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

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

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