

PAYMENT REQUEST FORM

Date Requested: 12-Sep-22

Date Needed: URGENT

Mode of Payment: ☒ Cash ☐ Check *If the request is above Php 1,000.00, cheque will be released.*

Payee: BERNIE PANCHO

Department: Admin

Amount: ₱ 7,600.00

Expense Type: MAINTAINANCE & REPAIR

Purpose: For the purchase of the following building disinfection:

1. Snucop Powder 1 kg - 1,000.00

2. Sanispray 2 L - 4,400.00

Remarks: Digits Trading Corp. - Main Office

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: BDO

Name: BERNIE U PANCHO

Account Number: 006580140371

REQUESTED BY: BERNIE PANCHO
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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