

PAYMENT REQUEST FORM

Date Requested: 10-Jan-23
 Requestor's Name: JENIFER RAPISTA
 Company: DIGITS TRADING CORP.
 Department/Branch: IMPORTATION DEPT
 Amount: 5,059.06

Date Needed: 17-Jan-23
 Start: _____
 End: _____
 Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.

Detailed Purpose: For CAR REGISTRATION LTO / USER : KUYA CHRIS/JOCEL
Honda Accord S 2.4 A/T SEDAN ACA8212

Attachment (please specify): Approval/screenshot

REQUESTED BY: JENIFER RAPISTA
 Requestor's print name & signature

☐ CASH ☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: BDO
 Account Name: JENIFER RAPISTA
 Account Number: 006580144946

APPROVED BY: _____
 Immediate Head print name & signature

Executive (if applicable)

Note: Accounting Department process payables is **3 working days** upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for **NON P.O** item such as contract & permits, meal allowance, transportation and etc.

FOR ACCOUNTING USE ONLY

Accounting Dept:	Finance Department		
Received by: _____ Print name & signature	Processed by: _____ Print name & signature	Verified by: _____ Print name & signature	Approved by: _____ Print name & signature

CAR DESCRIPTION	PLATE NO	2022 OR AMOUNT
LTO CBJ EMISSION		400
INTERCONNECTION		80
STENCIL (NO OR)		200
OTHER CHARGES IF OCCURS		500
HONDA ACCORD	ACA8212	3879.06

TOTAL: 5,059.06