

PAYMENT REQUEST FORM

Date Requested: 02-Jan-23

Date Needed: FEB 4,2023

Mode of Payment: Cash

☒ Bank Transfer

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

Payee: BRYAN GABRIEL

Department:

Amount: ₱ 6,157.64

Expense Type:

Purpose: AIR FARE TO DW ZAMBOANGA

STORE VISIT AT DW ZAMBOANGA

Remarks: MANILA TO ZAMBOANGA 3,285.32 DEPARTURE
ZAMBOANGA TO MANILA 2,872.32 ARRIVAL

REQUESTED BY:

BRYAN GABRIEL

Name Over Signature/ Date

APPROVED BY:

CRISTINE TIU SANTOS

(Immediate Head)

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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