| Date Requested: 09-Mar-23 Date Needed: ASAP Mode of Payment: Cash X Check If the request is above Php 1,000.00, cheque will be released. Payee: HDMF Department: Accounting Amount: 7,055.48 Expense Type: PAG-IBIG EE LOAN Purpose: HDMF Loan Remarks: DTC HDMF Loan for the month of FEBRUARY 2023 Attachment (if applicable): Signed Agreement (signed by executives and consultant) TIN Ibs and valid Gov't ID to lig 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: Branch: Account Number: REQUESTED BY: ROYANA FORNEL Account Number: Account Number: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form & complete supporting documents. Piease 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 | PAYMENT REQUEST FORM | | | | | |
|--|---------------------------|---|---------------------------------|-------------------------------|---------------------------------------|--|
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