



PAYMENT REQUEST FORM

Date: November 28, 2022

Document No.:

Payee: SUPERVALUE INC.

Date Needed: ASAP

Amount: 8,000.00

Branch Name: SM Hypermarket, Cubao

Department: DIGITS TRADING CORPORATION

Purpose: Give Aways

Remarks:

TIN Number: 000 -144 - 976 - 00041

Christmas Basket

Address: SM Cubao Bldg. Brgy. Socorro

(1,000.00 x 8 pax)

Quezon City

Noted by:

REINA SARAH L. VILLEGAS

HR MANAGER

Approved by:

ADITYA JENILAN LAMSEN

(DIVISION MANAGER)

*Note*Accounting process in payables is 3 working days upon received of original Payment Request Form.*

Pls. attached approved quotation or any proof that can support your request. This form will be used

for NON P.O Item such ask base on contract & Permits payments.

FOR ACCOUNTING ONLY

Accounting Dept:

Received by:

Name/ Date

Requestor Copy

Finance Dept:

Processed by:

Name/ Date

Verified By:

Name/ Date

Approved by:

Name/ Date