

PAYMENT REQUEST FORM

Date Requested: 22-Nov-22 Date Needed: Nov. 29,2022

Mode of Payment: Cash. x Bank transfer Check *If the request is above Php 1,000.00, cheque will*

Payee: EVELYN LETRAN

Department:

Amount: ₱ 5,600.00

Expense Type: Bank: **BDO**

Purpose: Accommodation 3,000

ALLOWANCE (100*26 days) 2,600

Remarks:

REQUESTED BY: EVELYN LETRAN
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. Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P. & permits payments.

FOR ACCOUNTING ONLY

Accounting Dept:

Processed by:

Name Over Signature

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3

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