

PAYMENT REQUEST FORM

Date Requested: 01/23/2023

Date Needed: JAN 24, 2022

Mode of Payment: Cash

 X Bank Transfer *If the request is above Php 1,000.00, cheque will be released.*

Payee: JERBE BOLITO

Department:

Amount: ₱ 5,600.00

Expense Type:

Purpose: ACCOMODATION AND TRAVELL ALLOWANCE TO DW ABREEZA DAVAO

Remarks: 3000-ACCOMODATION-2,600 MEALL ALLOWANCE

REQUESTED BY:


BRYAN GABRIEL
Name Over Signature/ Date

APPROVED BY:


CRISTINE TIO 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

Finance Dept:

Processed by:

Name Over Signature/ Date

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

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