

**PAYMENT REQUEST FORM**

Date Requested: SEPTEMBER 23, 2022

Date Needed : ASAP

Mode of Payment:      Cash      ☒ Check

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

Payee: ATTY. JAYCEE LAMSEN

Department: LEGAL

Amount: Php 4,929.00

Expense Type:     

Purpose: DTC TASKS EXPENSES

Remarks: Transportation, delivery and notary fees.

**Attachment (if applicable):**

- Signed Agreement (signed by executives and consultant)
- TIN IDs and 1valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)
- Billing statement for the applicable month.
- COR / BIR 2303 FORM
- ☒ Receipts/Notarial Copies

|            |   |       |
|------------|---|-------|
| 09/09/2022 | Lalamove of documents to Atty.                              | 133   |
| 09/23/2022 | Notary Fee 27 x 100   | 2,700 |
| 09/15/22   | Sir Charles fruit basket                                    | 1600  |
| 09/15/2022 | Scouts Honor (Sir Charles Bday Lunch excluded to delivered) | 496   |

**BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT**

Bank: BDO

Branch:     

Account Number: 2830029166

REQUESTED BY:

ERICA MAE GUINSATAO  
Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE LAMSEN  
(Immediate Head)

*For incomplete attachment*

APPROVED BY:

EXECUTIVE OFFICER:

*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**

|                           |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|---------------------------|
| Processed by:             | Processed by:             | Verified By:              | Approved by:              |
| Name Over Signature/ Date | Name Over Signature/ Date | Name Over Signature/ Date | Name Over Signature/ Date |

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