

PAYMENT REQUEST FORM

Date Requested: AUG 15,2022

Date Needed: AUGUST 15,2022

Mode of Payment: Cash. x Bank transfer Check

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

Payee: GERALD DINGLASAN

Department: RETAIL OPS

Amount: ₱ 1,600.00

Expense Type: Bank: GCASH

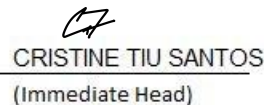
Purpose: RENTAL ACCOMODATION FOR DW ZAMBOANGA

Remarks:

REQUESTED BY:


BRYAN GABRIEL
Name Over Signature/ Date

APPROVED BY:


CRISTINE TIÚ 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.*

Scanned with CamScanner

FOR ACCOUNTING ONLY

Accounting Dept:

Processed by:

Name Over Signature/ Date

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date