

## PAYMENT REQUEST FORM

Date Requested: **12-Sep-22**

Date Needed: **URGENT**

Mode of Payment: ☒ Cash

☐ Check

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

Payee: **BERNIE PANCHO**

Department: **Admin**

Amount: **₱ 5,400.00**

Expense Type: **MAINTAINANCE & REPAIR**

Purpose: **For the purchase of the following building disinfection:**

**1. Snucop Powder 1 kg - 1,000.00**

**2. Sanispray 2 L - 4,400.00**

Remarks: **Digits Trading Corp. - Main Office**

### Attachment (if applicable):

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and 1 valid 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

### BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: **BDO**

Name: **BERNIE U PANCHO**

Account Number: **006580140371**

REQUESTED BY:

**BERNIE PANCHO**

Name Over Signature/ Date

APPROVED BY:

(Immediate Head)

*For incomplete attachedment*

APPROVED BY:

Legal and Operation Heads

*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:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3