

## PAYMENT REQUEST FORM

Date Requested: 19-Aug-22 Date Needed: Aug. 19,2022

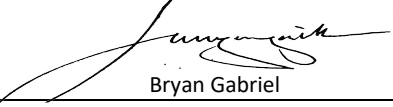
Mode of Payment: Cash. ☒ Bank transfer ☐ Check *If the request is above Php 1,000.00, cheque will be released.*


Payee: GERALD DINGLASAN Department: \_\_\_\_\_

Amount: ₱ 3,000.00 Expense Type: \_\_\_\_\_ Bank: BDO

Purpose: RENTAL PAYMENT FOR ACCOMODATION IN CAGAYAN

Remarks: JERBE BOLITO PAYMENT FOR HIS RENTAL

REQUESTED BY:   
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 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

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature

Approved by:

Name/ Date

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