

PAYMENT REQUEST FORM

Date Requested: 15-Sep-22

Date Needed: Sep. 19,2022

Mode of Payment: ☒ Cash

 Check

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

Payee: GERALD DINGLASAN

Department: RETAIL OPERATIONS


Amount: ₱ 3,000.00

Expense Type: TRANSPORTATION


Purpose: AIRFARE BACK TO MANILA

Remarks: TRANSPORTATION FROM CAGAYAN

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.

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