

## PAYMENT REQUEST FORM

Date Requested: 17-Jan-23 Date Needed: 24-Jan-23  
 Requestor's Name: JENIFER RAPISTA Start: \_\_\_\_\_  
 Company: DIGITALKS INC End: \_\_\_\_\_  
 Department/Branch: IMPORTATION DEPT Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.  
 Amount: 7,824.87

Detailed Purpose: FIRE INSURANCE FOR XIAOMI AYALA CIRCUIT MAKATI & ROBINSONS LA UNION  
 Inception Date: Aug 19, 2021 - August 19, 2022 Inclusion to the Policy No. F0082579

Attachment (please specify): SOA, POLICY FRONT PAGE

REQUESTED BY:

JENIFER RAPISTA

Requestor's print name & signature

☐ CASH

☒ DEPOSIT

### BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: Quintin Paredes Binondo

Account Name & 2303 Malayan Insurance Co., Inc.

Account Number: 057-0078121

APPROVED BY:

Immediate Head print name & signature

Executive (if applicable)

**Note:** Accounting Department process payables is 3 working days upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for **NON P.O** item such as contract & permits, meal allowance, transportation and etc.

### FOR ACCOUNTING USE ONLY

| Accounting Dept:                             | Finance Department                            |  |  |
|--|---|--|--|
| Received by: _____<br>Print name & signature | Processed by: _____<br>Print name & signature | Verified by: _____<br>Print name & signature | Approved by: _____<br>Print name & signature |

### Computation

|                      |        |                 |
|----------------------|--------|-----------------|
| Total Sum Insured    |        | 6,175.89        |
| Doc Stamp            | 12.50% | 771.99          |
| Vat                  | 12%    | 741.11          |
| Local government Tax | 0.20%  | 12.35           |
| Others               |        | 123.52          |
| <b>Total</b>         |        | <b>7,824.87</b> |