

PAYMENT REQUEST FORM

Date Requested: 08/19/2022 Date Needed: 08/19/2022

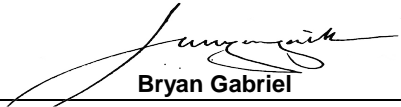
Mode of Payment: Cash ☒ Bank transfer ☐ Check *If the request is above Php 1,000.00, cheque will be released.*

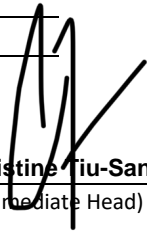
Payee: GERALD DINGLASAN Department: _____

Amount: ₱ 3,000.00 Expense Type: _____ Bank: BDO

Purpose: AIRFARE TO MANILA AUGUST 31, 2022

Remarks: TRANSPO BACK TO MANILA

REQUESTED BY: 
Name Over Signature/ Date

APPROVED BY: 
(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:

Verified By: _____
Name Over Signature/ Date

Approved by: _____
Name/ Date

Document No.: AFD20161017-001 v.3