

## PAYMENT REQUEST FORM

Date Requested: 18-Aug-22 Date Needed: Aug. 18,2022

Mode of Payment:      Cash.      x      Bank transfer 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:      BDO

Purpose: PAYMENT FOR VAULT REPAIR OF DW ERMITA

Remarks:     

REQUESTED BY: BRYAN P. GABRIEL  
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:

Finance Dept:

Processed by:

Processed by:

Verified By:

Approved by:

Name Over Signature

Name Over Signature/ Date

Name Over Signature

Name/ Date

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