



## PAYMENT REQUEST FORM

Date: 01/08/2022

Payee: Lyra Joy Rara

Document No.:

Date Needed:

ASAP

Amount: 9,843.75

Branch Name:

Department: HR

Purpose: DLSU Job Fair

### Remarks:

What: DLSU Job Fair Payment

Bank: BDO

Account Number: 006580140193

Payee: Lyra Joy Rara

REQUESTED BY:

Lyra Joy Rara

HR Officer

NOTED BY:

Atty. J. Enicen Lamsen

Division Manager, HR and Legal

APPROVED BY:

Reina Sarah Villegas

Human Resources Manager

*Note\*Accounting process in payables is 3 working days upon received of original Payment Request Form.*

*Pls. attached approved quotation or any proof that can support your request. This form will be used*

*for NON P.O Item such ask base on contract & Permits payments.*

### FOR ACCOUNTING ONLY

#### Accounting Dept:

Received by:

Name/ Date

*Requestor Copy*

Processed by:

Name/ Date

#### Finance Dept:

Verified By:

Name/ Date

Approved by:

Name/ Date