

PAYMENT REQUEST FORM

Date Requested: 13-Feb-23

Date Needed: ASAP

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

Payee: Ferrer, Vanessa Galang

Department: Accounting

Amount: 5,881.63

Expense Type: SALARIES AND WAGES

Purpose: Last Pay

Remarks: Last Pay_FERRER

Attachment (if applicable):

☐ Signed Agreement (signed by executives and consultant)
☐ TIN IDs and 1valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)
☐ Billing statement for the applicable month.
☐ COR / BIR 2303 FORM

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank:

Branch:

Account Number:

REQUESTED BY:


ROSANNA BORNE

Name Over Signature/ Date

APPROVED BY:

EUNECE PINEDA

(Immediate Head)

For incomplete attachment

APPROVED BY:

ATTY. JAENICEN LAMSEN

Legal and Operation Heads

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

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

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