

PAYMENT REQUEST FORM

Date Requested: JANUARY 4, 2023

Date Needed : ASAP

Mode of Payment: ☐ Cash ☒ Check

If the request is above Php 1,000.00, cheque will be released.

Payee: ATTY. JAYCEE LAMSEN

Department: Human Resources

Amount: **Php 5,040.00**

Expense Type:

Purpose: JOBSTREET PAYMENT

Remarks:

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BDO

Branch:

Account Number: 2830029166

REQUESTED BY:

MA. MIRASOL JAVA

Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE LAMSEN

(Immediate Head)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

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

Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date

Document No.: AFD20161017-001 v.3