

## PAYMENT REQUEST FORM

Date Requested: 10/28/2022

Date Needed: NOV 15, 2022

Mode of Payment: Cash

☒ Bank Transfer

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

Payee: BRYAN GABRIEL

Department: \_\_\_\_\_

Amount: ₱ 4,000.00

Expense Type: \_\_\_\_\_

Purpose: DW EVIA CHANGEFUND AND PETTY CASH

2,000 CHANGE FUND/2,000 PETTY CASH

Remarks: \_\_\_\_\_

REQUESTED BY:

  
BRYAN GABRIEL  
Name Over Signature/ Date

APPROVED BY:

  
GERALD DINGLASAN  
(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

Processed by:

Name Over Signature/ Date

#### Finance Dept:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

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