

PAYMENT REQUEST FORM

Date Requested: 19-Dec-22

Date Needed: ASAP

Mode of Payment: ☐ Cash ☒ Online ☐ Check

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

Payee: Bureau of Internal Revenue

Department: Accounting

Amount: ₱ 620,523.00

Expense Type: TAXES EXPENSES

Purpose: Payment for 1702Q of BOXTALKS INC. for the month of September 2022

Remarks:

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: _____

Bank: SECURITY BANK CORP.
Account Name: BOXTALKS INC.
Account Number: 0000-005332-752

REQUESTED BY:

Maureen Mae Linssen Dieza
Name Over Signature/ Date

APPROVED BY:


Janese Pineda
(Immediate Head)

For incomplete attachment

APPROVED BY:

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

Document No.: AFD20161017-001 v.3