

PAYMENT REQUEST FORM

Date Requested: 02-Jun-22

Date Needed: URGENT

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

Payee: BERNIE PANCHO

Department: Admin

Amount: ₱ 3,200.00

Expense Type: MAINTAINANCE & REPAIR

Purpose: For the purchase of the following Housekeeping Items:

1 Liter - SANISPRAY DISINFECTANT (ULV FOGGING) = 2,200.00

1 Kg - SNUCOP DISINFECTANT (FOOT BATH) = 1,000.00

Remarks: DIGITS TRADING CORP.

Attachment (if applicable):

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and 1 valid 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

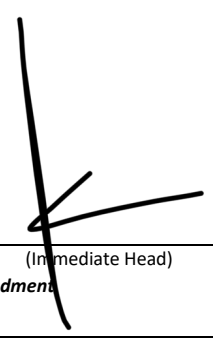
BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BDO

Name: BERNIE U PANCHO

Account Number: 006580140371

REQUESTED BY: BERNIE PANCHO
Name Over Signature/ Date

APPROVED BY: 
(Immediate Head)

For incomplete attachedment

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

Finance Dept:

Processed by: _____
Name Over Signature/ Date

Verified By: _____
Name Over Signature/ Date

Approved by: _____
Name/ Date

Document No.: AFD20161017-001 v.3