

**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 A. 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

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