Date Requested: 11-Feb-23 Date Needed: ASAP	PAYMENT REQUEST FORM						
Payee: SSS Department: Accounting Amount: P 3,599.32 Expense Type: SSS EL LOAN Purpose: SSS LOAN Remarks: DWC SSS LOAN for the month of JANUARY 2023 Attachment (if applicable): Signed Agreement (signed by executives and consultant) I'N IDs and 1 valid Gov't ID to it, gSSS, 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: Account Number: Account Number: Account Payer Signature / Date (Immediate Head) For incomplete attachedment APPROVED BY: ATTY. JAENICEN LAMSEN Legal and Operation Heads Note: Accounting Payobles 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: Finance Dept: Verified By: Approved by: Name / Date	Date Requested:	: 11-Feb-23		Date Needed:	ASAP		
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Remarks: DWC 5SS LOAN for the month of JANUARY 2023 Attachment (if applicable): Signed Agreement (signed by executives and consultant) TIN IDs and Ivalid Gov't ID to Ig 5SS, 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: REQUESTED BY: ROSANNA BORNEL Name Over Signature/ Date ROYANNA BORNEL APPROVED BY: EUNECE 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 quartation(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	Payee:	s sss		Department:	Accounting		
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