

## PAYMENT REQUEST FORM

Date Requested: 01/30/2023

Date Needed: FEB 15, 2023

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

Payee: BRYAN GABRIEL

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

Amount: ₱ 8,000.00

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

Purpose: FOOD AND TRAVEL ALLOWANCE

STORE VISIT AT DW ABREEZA AND DW CAGAYAN DE ORO


Remarks: FOOD ALLOWANCE 300 PER HEAD x 5 DAYS = 1,500 x2 = 3,000

TRAVEL ALLOWANCE 500 PER HEAD x 5 DAYS = 2,500 x2 = 5,000

REQUESTED BY:

  
BRYAN GABRIEL  
Name Over Signature/ Date

APPROVED BY:

  
CRISTINE TIU SANTOS  
(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

Document No.: AFD20161017-001 v.3