

<b>PAYMENT REQUEST FORM</b>
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Date Requested: 18-Aug-22 Date Needed: Aug. 22,2022

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

Payee: EVELYN LETRAN Department: Charge to Franchise

Amount:	P 8,000.00	Expense Type:	Bank: BDO
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**Purpose:** Team Building (GADGETHUB : DW Vertis North, DW Estancia, DW UPTC)

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Remarks: 8 attendees

REQUESTED BY: John Timothy Mariano APPROVED BY: Ms. Cristine Tiu - Santos  
Name Over Signature/ Date (Immediate Head)

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	
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<b>Accounting Dept:</b>		<b>Finance Dept:</b>	
Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name/ Date

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BATCH 1 AUG 23				BATCH 2 SEPT 6		
GADGETHUB	3			GADGETHUB	5	
CLAIRE BANZUELA	CSA	DW VERTIS NORTH		JEFFREY MALATE	STOREHEAD	DW UPTC
RAYCHEL ANZURES	CSA	DW Estancia		ROXANNE MANAPAT	STOREHEAD	DW VERTIS NORTH
ZALREJHAN ROSIL	CSA	Dw Estancia		JEAN DELFIN	CASHIER	DW VERTIS NORTH
				MAUREEN TORRES	Storehead	DW Estancia
				BENJIE GENOGUIN	CSA	DW UPTC