

PAYMENT REQUEST FORM

Date Requested: 10/28/2022

Date Needed: NOV 15, 2022

Mode of Payment: ☐ Cash

☒ Bank Transfer

If the request is above Php 1,000.00, cheque will be released.

Payee: BRYAN GABRIEL

Department: _____

Amount: ₱ 5,000.00

Expense Type: _____

Purpose: DW EVIA STORE BUDGET FOR OPENING

Remarks: _____

REQUESTED BY:


BRYAN GABRIEL
Name Over Signature/ Date

APPROVED BY:


GERALD DINGLASAN
(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

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