

PAYMENT REQUEST FORM

Date Requested: 19-Oct-22 Date Needed: Oct 19,2022

Mode of Payment: Cash. ☒ BDO Credit Card ☐ Check *If the request is above Php 1,000.00, cheque will be released.*

Payee: Kickstart - franchise Department:

Amount: P8,680.89 Expense Type: Bank: BDO

Purpose: Apple Certified Support Professional Certification Program - KICKSTART

Remarks: Eric Calicagan (BTB Market Market)

REQUESTED BY: John/Timothy Mariano
Name Over Signature/ Date

APPROVED BY: Ms. Cristine Yu - 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

Finance Dept:
Processed by:
Name Over Signature/ Date

Verified By:
Name Over Signature/ Date

Approved by:
Name/ Date

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