

**PAYMENT REQUEST FORM**

Date Requested: August 01, 2022

Date Needed : ASAP

Mode of Payment: ☐ Cash

☒ Check

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

Payee: ATTY IAYCEE LAMSEN

Department: LEGAL

Amount: Php 5,165.40

Expense Type:

Purpose: DUPLICATE TASKS EXPENSES

Remarks: Transportation, delivery and notary fees.

**Attachment (if applicable):**

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and 1 valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVER'S LICENSE (for new consultants)
- ☐ Billing statement for the applicable month.
- ☐ COR / BIR 2303 FORM
- ☒ Receipts/Notarial Copies

07/01/2022	Remove of documents to Atty.	135
07/08/2022	Joyride to DOLE Manila for BTB VMall	221
07/08/2022	Joyride from DOLE Manila for BTB VMall	133
	Notarial fee 27 x 100	2,700
07/27/2022	LBC of Demand Letter to Triworx	90
07/27/2022	LBC of Demand Letter to Rob. Galleria	90
07/27/2022	LBC of Demand Letter to Popeyes Rob Galleria	90
07/27/2022	LBC of Demand Letter to Popeyes Louisiana	90
07/27/2022	Letter Envelope	44
08/01/2022	Grab transpo fee to San Juan Registry of Deed	113
08/01/2022	Grab transpo fee from San Juan Registry of Deed	183
08/01/2022	TCT 12942 and 7358 title	546.7
07/30/2022	Grab transpo fee to San Juan Registry of Deed	183
	TCT 11688 and 7359-R title	546.7

**BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT**

Bank: BDO

Branch:

Account Number: 2830029166

REQUESTED BY:

ERICA M. MUINSAO  
Name Over Signature/ Date

APPROVED BY:

ATTY. IAYCEE A. LAMSEN  
(Name Over Signature/ Date)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

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**

Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date

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