

PAYMENT REQUEST FORM

Date Requested: 21-Oct-22 Date Needed: Oct. 26,2022

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

Payee: BRYAN GABRIEL Department: _____

Amount: ₱ 1,937.75 Expense Type: _____ Bank: BDO

Purpose: _____

POLICE SNACK

Remarks: AND BIKE CHAIN FOR STORE USED

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

Finance Dept:

Processed by:

Name Over Signature/ Date

Verified By:

Name Over Signature

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3