

PAYMENT REQUEST FORM			
Date Requested: <u>February 7, 2023</u>		Date Needed: <u>February 16, 2023</u>	
Mode of Payment: <u>Cash</u> <input type="checkbox"/> <u>Check</u> <input type="checkbox"/>		(If the request is above P1p 1,000.00, checkup will be required.)	
Payee: <u>Archde F. Deme-ala</u>		Department: <u>Human Resources</u>	
Amount: P <u>75,000.00</u> ✓		Expense Type: _____	
Purpose: <u>Payment for Archde. Events Management</u>			
Remarks: _____			
<b>Attachment (if applicable):</b> <input type="checkbox"/> Signed Agreement (signed by executives and consultant) <input type="checkbox"/> TIN IDs and Valid Gov't ID to LGSS, PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants) <input type="checkbox"/> Billing statement for the applicable month. <input type="checkbox"/> CQR / BIR 2303 FORM <input type="checkbox"/> Receipts/Notarial Copies			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT</b></p> <p>Bank: <u>BOC</u></p> <p>Branch: _____</p> <p>Account Number: <u>004721101481</u></p> </div> <div style="width: 50%;"> <p>REQUESTED BY: <u>LYRA JOY RARA</u> Name Over Signature/ Date</p> <p>APPROVED BY: <u>ATTY. JAYCEE A. JAMEN</u> (Immediate Head)</p> <p><i>For incomplete attachment</i></p> <p>APPROVED BY: _____</p> <p>EXECUTIVE OFFICER: _____</p> </div> </div> <p style="font-size: x-small; margin-top: 10px;"> <i>Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form &amp; complete supporting documents.</i>  <i>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 &amp; permits payments.</i> </p>			
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
Document No.: AFD20161017-001 v.3			





1913 San Marcelino St. Malate, Manila  
archiestic.ph@gmail.com  
TIN: 263-216-170-000  
+639163819222 | 87761899

## QUOTATION

Date: FEBRUARY 07, 2023

Name of Client: **Digits Trading Corporation**  
Event Date: **February 17, 2023**  
Venue: **Wack-wack Golf and Country Club**

Requirements	Details	Cost
On the day coordination and management	<ul style="list-style-type: none"><li>• Coordination, Planning &amp; Meeting</li><li>• Management Assistance and Coordination of the whole Event</li><li>• Coordination with Vendors</li><li>• Planning to Execution</li><li>• On the day Technical Rehearsals</li><li>• 1 Head Coordinators</li><li>• 2 Senior Coordinators</li><li>• 3 Event Coordinators</li></ul>	Php35, 00.00
Total Cost:		Php35, 000.00 (net)

Prepared by:

  
Archie D. Dela Cruz  
Event Director/Proprietor  
Archie's Events Production

Thank you for doing business with us!  
www.archiesticasia.com