

0619EQ SEP 2022 BT1

PAYMENT REQUEST FORM

Date Requested: 19-Dec-22

Date Needed: ASAP

Mode of Payment: Cash ☐ X Online ☒ Check ☐

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

Payee: Bureau of Internal Revenue

Department: Accounting

Amount: ₱ 2,073,984.38

Expense Type: TAXES EXPENSES

Purpose: Payment for 0619EQ of BOXTALKS INC. for the month of September 2022

Remarks:

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, DRIVERS LINCENSE (for new consultants)

Billing statement for the applicable month.

COR / BIR 2303 FORM

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank:

Branch:

Account Number:

Bank: SECURITY BANK CORP.
 Account Name: BOXTALKS INC.
 Account Number: 0000-005332-752

 REQUESTED BY: Maureen Mae Linssen Dieza
 Name Over Signature/ Date

 APPROVED BY: 
 (Immediate Head)

For incomplete attachment

 APPROVED BY: _____
 Legal and Operation Heads

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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