

PAYMENT REQUEST FORM

Date Requested: 05-Sep-22
 Requestor's Name: JENIFER RAPISTA
 Company: DIGITAL WALKER CORP.
 Department/Branch: IMPORTATION DEPT
 Amount: 20,580.00

Date Needed 15-Sep-22
 Start: _____
 End: _____

Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.

Detailed Purpose: Renewal for MPDP & WDN FOR DIGITAL WALKER BRANCHES OCTOBER 2022
DW ONE BONIFACIO, DW ERMITA (MAIN), DW ROCKWELL , DW MALL OF ASIA, DW SM AURA
DW GLORIETTA 2, DW VMALL, DW PODIUM, DW CONRAD

Attachment (please specify): Approval screenshot, Previous permit

REQUESTED BY: JENIFER RAPISTA
 Requestor's print name & signature

☐ CASH ☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: BDO
 Account Name: JENIFER RAPISTA
 Account Number: 006580144946

APPROVED BY: [Signature]
 Immediate Head print name & signature

 Executive (if applicable)

Note: Accounting Department process payables is 3 working days upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for NON P.O item such as contract & permits, meal allowance, transportation and etc.

FOR ACCOUNTING USE ONLY

Accounting Dept:	Finance Department		
Received by: _____ Print name & signature	Processed by: _____ Print name & signature	Verified by: _____ Print name & signature	Approved by: _____ Print name & signature

KIND OF PERMIT	Store	Expiry Date	Permit NO	PERMIT FEE	
MPDP	DW ONE BONIFACIO	10/22/2022	MPDP-NCR-2897-18	3030	✓
WDN	DW ONE BONIFACIO	10/22/2022	DP-NC-1191-18	1950	
WDN	DW ERMITA (MAIN)	10/23/2022	DP-NC-1032-17	1950	
WDN	DW ROCKWELL	10/23/2022	DP-NC-1036-17	1950	
WDN	DW MALL OF ASIA	10/24/2022	DP-NC-1039-17	1950	
WDN	DW SM AURA	10/25/2022	DP-NC-1045-17	1950	
WDN	DW GLORIETTA 2	10/23/2022	DP-NC-1034-17	1950	
WDN	DW VMALL	10/23/2022	DP-NC-1033-17	1950	
WDN	DW PODIUM	10/23/2022	DP-NC-1037-17	1950	
WDN	DW CONRAD	10/23/2022	DP-NC-1029-17	1950	

TOTAL: 20,580.00