

PAYMENT REQUEST FORM

Date Requested: 16-Feb-23
 Requestor's Name: JENIFER RAPISTA
 Company: DTC
 Department/Branch: ADMIN DEPT.
 Amount: **6,000.00**

Date Needed: 03-Mar-23
 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: CONSULTANCY FEE for ENGR. JANSSEN ESGUERRA
TECHNICIAN PERSONNEL FOR NTC NEW APPLICATIONS AND RENEWALS REQUIREMENTS AUG - JAN 2023

Attachment (please specify): Approval screenshot, Notarized Consultancy Agreement

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

☐ CASH ☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: Landbank Savings Account
 Account Name: JANSSEN ESGUERRA
 Account Number: 1517139404

APPROVED BY: Maynos Monales
 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

# of Months	PF FEE/QUARTER	# OF QUARTER	TOTAL
AUG, 2022 - OCT 31, 2022	3,000	1	₱3,000.00
NOV, 2022 - JAN 31, 2023	3,000	1	₱3,000.00
TOTAL			₱6,000.00