

PAYMENT REQUEST FORM

Date Requested: 05-Sep-22
 Requestor's Name: JENIFER RAPISTA
 Company: BOXTALKS INC.
 Department/Branch: IMPORTATION DEPT
 Amount: 42,580.00

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 BEYOND THE BOX BRANCHES OCTOBER 2022

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:
 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-PO item such as contract & permits, meal allowance, transportation and etc.

FOR ACCOUNTING USE ONLY

Accounting Dept:	Finance Department		
Received by: <u> </u> Print name & signature	Processed by: <u> </u> Print name & signature	Verified by: <u> </u> Print name & signature	Approved by: <u> </u> Print name & signature

KIND OF PERMIT	Store	Expiry Date	Permit NO	PERMIT FEE	
MPDP	BTB GALLERIA	10/25/2022	MPDP-NCR-2649-17	3030	
MPDP	BTB ERMITA MAIN	10/25/2022	MPDP-NCR-2647-17	4030	
MPDP	BTB UPTOWN	10/25/2022	MPDP-NCR-2648-17	3030	
MPDP	BTB SM BAGUIO	10/25/2022	MPDP-NCR-2652-17	3030	
MPDP	BTB PIAZZA MCKINLEY	10/25/2022	MPDP-NCR-2646-17	3030	
MPDP	DW SHANGRILA	10/25/2022	MPDP-NCR-2653-17	3030	
WDN	BTB GALLERIA	10/8/2022	DP-NC-1008-17	1950	
WDN	BTB ERMITA MAIN	10/8/2022	DP-NC-1006-17	1950	
WDN	BTB UPTOWN	10/8/2022	DP-NC-1012-17	1950	
WDN	BTB SM BAGUIO	10/25/2022	DP-NC-1046-17	1950	
WDN	BTB PIAZZA MCKINLEY	10/25/2022	DP-NC-1047-17	1950	
WDN	BTB RESORTS WORLD	10/8/2022	DP-NC-1014-17	1950	
WDN	BTB CITY OF DREAMS	10/8/2022	DP-NC-1007-17	1950	
WDN	BTB CENTURY	10/8/2022	DP-NC-1011-17	1950	
WDN	DW TRINOMA	10/10/2022	DP-NC-1018-17	1950	
WDN	DW EASTWOOD	10/10/2022	DP-NC-1017-17	1950	
WDN	BOXTALKS INC.	10/24/2022	DP-NC-0817-16	1950	
WDN	DW SHANGRILA	10/8/2022	DP-NC-1009-17	1950	

TOTAL: 42,580.00