

PAYMENT REQUEST FORM

Date Requested: June 13, 2022

Date Needed : ASAP

Mode of Payment: Cash ☒ Check

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

Payee: ATTY. JAYCEE LAMSEN

Department: LEGAL

Amount: Php 7,897.00

Expense Type: Reimbursement

Purpose: DTC TASKS EXPENSES

Remarks: Transportation, delivery and notary fees.

Attachment (if applicable):

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and Valid Gov't ID to I.g SSS, PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants)
- ☐ Billing statement for the applicable month.
- ☐ COR / BIR 2303 FORM

☒ Receipts/Notarial Copies

DESCRIPTION	AMOUNT
Atty. Notary Fee 25 x 100	2,500
Mothers day food expense	636
Lalamove of documents to Atty.	117
Lalamove of documents to Atty.	146
Grab transpo fee to SEC PICC for company registration	503
Joyride transpo fee to DOLE Manila for No Pending Case	261
Joyride transpo fee to DOLE QC for 1020	126
GIS Notarization	2,550
Office supplies	277.05
Office med	40
Food expense	276
Taxi transpo fee to Office	464.5

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BDO

Branch: _____

Account Number: 2830029166

REQUESTED BY:

ERIC M. AGUINSATAO
Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE LAMSEN
(Immediate Head)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

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

Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date

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