

## PAYMENT REQUEST FORM

Date: 13/03/2023  
Payee: Atty. Jaenicen Lamsen  
Amount: 8,249.00  
Branch Name: BDO- Wilson Branch  
Department: Human Resources  
Purpose: Payment- LinkedIn Recruiter Lite

Document No.:  
Date Needed: ASAP

### Remarks:

WHAT: Payment- LinkedIn Recruiter Lite

BANK: BDO - Wilson Branch

ACCOUNT NAME: Jaenicen Lamsen

ACCOUNT NUMBER: 002830029166

REQUESTED BY:

LYRA JOY RARA

HR Officer

APPROVED BY:

ATTY. JAENICEN LAMSEN

Division Manager

*Note\*Accounting process in payables is 3 working days upon received of original Payment Request Form.  
Pls. attached approved quotation or any proof that can support your request. This form will be used  
for NON P.O Item such ask base on contract & Permits payments.*

### FOR ACCOUNTING ONLY

#### Accounting Dept

Received by:

Name/ Date

Requestor Copy

Processed by:

Name/ Date

#### Finance Dept:

Verified By:

Name/ Date

Approved by:

Name/ Date