

PAYMENT REQUEST FORM

Date Requested: 01/30/2023

Date Needed: FEB 15,2023

Mode of Payment: Cash

☒ Bank Transfer *If the request is above Php 1,000.00, cheque will be released.*

Payee: BRYAN GABRIEL

Department:

Amount: ₱ 8,000.00

Expense Type:

Purpose: ACCOMODATION

STORE VISIT AT DW ABREEZA AND DW CAGAYAN DE ORO

Remarks: ACCOMODATION 800 PER HEAD x 5 DAYS = 4,000 x2 = 8,000

REQUESTED BY:


BRYAN GABRIEL

Name Over Signature/ Date

APPROVED BY:


CRISTINE TIU SANTOS

(Immediate Head)

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

Accounting Dept:

Processed by:

Name Over Signature/ Date

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

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