

PAYMENT REQUEST FORM

Date Requested: DECEMBER 22, 2022

Date Needed : ASAP

Mode of Payment: Cash

x Check

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

Payee: ATTY. JAYCEE LAMSEN

Department: LEGAL

Amount: Php 5,876.60

Expense Type:

Purpose: DTC/AYP TASKS EXPENSES

Remarks: Transportation, delivery and notary fees.

Attachment (if applicable):

 Signed Agreement (signed by executives and consultant)

 TIN IDs and 1valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)

 Billing statement for the applicable month.

 COR / BIR 2303 FORM

X Receipts/Notarial Copies

| | |
|-----------------------------|---------|
| TAXI TRANSP TO BIR SAN JUAN | 104.5 |
| TAXI TRANSP TO CITY HALL | 71.5 |
| TAXI TRANSP GOING TO OFFICE | 91 |
| CHARLES PAW CEDULA | 1954.24 |
| ANNABELLE PAW CEDULA | 3055.36 |
| CTC OF TAX CLEARANCE | 600 |

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BDO

Branch:

Account Number: 2830029166

REQUESTED BY:

ERICA MAE GUINSATAO

Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE A. 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 |

Document No.: AFD20161017-001 v.3