

PAYMENT REQUEST FORM

Date Requested: March 20, 2023

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 20,750.00

Expense Type:

Purpose: DTC TASKS EXPENSES

Remarks: Transportation, courier 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

03-15-2023	DTC	AYP lalamove of food	318
03-15-2023	DTC	AYP tricycle transpo of food to P Tuazon	70
03-14-2023	DTC	Angkas to IPO	219
03-13-2023	DTC	Notary Fee	500
03-20-2023	DTC	Notary Fee	300
03-20-2023	DTC	LBC Archie Daan	127
03-17-2023	DTC	Atty. Jaycee MCLE payment	7462
03/08/2023	DTC	Grab transpo DTI meeting	110
03/08/2023	DTC	Grab transpo DTI meeting	310
03/08/2023	DTC	Food for DTI meeting	576
03/08/2023	DTC	Food for DTI meeting	2766
03/20/2023	DTC	Flower Wreath for Ms. Jill from DTC	5500
03/15/2023	DTC	AYP Bday Milktea Bday Assistance	1635
03/14/2023	DTC	AYP Cake	837
03/14/2023	DTC	AYP Cake Topper	20

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 attachedment

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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