

## PAYMENT REQUEST FORM

Date Requested: 28-Oct-22 Date Needed: Nov. 18,2022

Mode of Payment: Cash.      x      Bank transfer Check *If the request is above Php 1,000.00, cheque will*

Payee: EVELYN LETRAN

Department:                     

Amount: ₱ 4,000.00

Expense Type:                      Bank: **BDO**

Purpose: 2000 petty cash

2000 change fund

Remarks:                                     

REQUESTED BY: EVELYN LETRAN  
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. Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P. & permits payments.*

### FOR ACCOUNTING ONLY

**Accounting Dept:**

Processed by:

Name Over Signature

Processed by:

Name Over Signature/ Date

**Finance Dept:**

Verified By:

Name Over Signature

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3

|

|

