

## 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: ₱ 9,127.00

Expense Type:

Purpose: AIR FARE TO DW ABREEZA AND DW CAGAYAN

STORE VISIT AT DW ABREEZA AND DW CAGAYAN

Remarks: MANILA TO DAVAO x2 4,409 ARRIVAL

CAGAYAN TO MANILA x2 4,718 DEPARTURE

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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