

## PAYMENT REQUEST FORM

Date Requested: 03-Nov-22 Date Needed: Nov. 3, 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: ₱ 17,700.00 Expense Type:                      Bank: **BDO**

Purpose: Change Fund 2000 x 2 = 4000

Miscellaneous 2000

Remarks: Meal (Lunch and dinner) 300 x 13 = 3,900 x 3 days = 11,700

REQUESTED BY:   
Name Over Signature/ Date

APPROVED BY:  CRISTINE TIÚ 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:		Finance Dept:	
Processed by:	Processed by:	Verified By:	Approved by:
<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Name Over Signature	Name Over Signature/ Date	Name Over Signature	Name/ Date

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