

## PAYMENT REQUEST FORM

Date Requested: 24-Oct-22

Date Needed: Nov. 1, 2022

Mode of Payment: Cash

Check

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

Payee: Gerry Jacaba

Department:

Amount: ₱ 2,000.00

Expense Type:

Purpose: Change Fund

Remarks: Replenish / Due to robbery

REQUESTED BY:

Gerry Jacaba  
Name Over Signature/ Date

APPROVED BY:

Gerald Dinglasan  
(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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