

PAYMENT REQUEST FORM			
Date Requested: February 7, 2023		Date Needed: February 16, 2023	
Mode of Payment: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check		If the request is above Php 1,000.00, cheque will be released.	
Payee: <u>Lyra Joy Rara</u>		Department: <u>Human Resources</u>	
Amount: ₱ <u>35,200.00</u>		Expense Type: _____	
Purpose: <u>Thanksgiving - Crew Meals, Outlets Fees and Unforeseen Expenses</u>			
Remarks: _____			
Attachment (if applicable): <input type="checkbox"/> Signed Agreement (signed by executives and consultant) <input type="checkbox"/> TIN IDs and Valid Gov't ID to LGSSS, PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants) <input type="checkbox"/> Billing statement for the applicable month. <input type="checkbox"/> COR / BIR 2303 FORM <input type="checkbox"/> Receipts/Notarial Copies			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT</p> <p>Bank: <u>BDO</u></p> <p>Branch: <u>Wision Branch</u></p> <p>Account Number: <u>006580140193</u></p> </div> <div style="width: 45%;"> <p>REQUESTED BY: <u>LYRA JOY RARA</u> Name Over Signature/ Date</p> <p>APPROVED BY: <u>ATTY. JAYCE LAMSEN</u> (Immediate Head)</p> <p><i>For incomplete attachment</i></p> <p>APPROVED BY: _____</p> <p>EXECUTIVE OFFICER: _____</p> </div> </div> <p style="font-size: small; margin-top: 10px;">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.</p>			
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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