PAYMENT REQUEST FORM

Date Requested: 16-Feb-23

Date Needed: 03-Mar-23

Requestor's Name: JENIFER RAPISTA

Start: _____

Company: DTC

End: _____

Department/Branch ADMIN DEPT.

Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.

Amount: **6,000.00**

Detailed Purpose: CONSULTANCY FEE for ENGR. JOHN HENDRE MENDOZA BALUYOT

TECHNICIAN PERSONNEL FOR NTC NEW APPLICATIONS AND RENEWALS REQUIREMENTS AUG - JAN 2023

Attachment (please specify): Approval screenshot, Notarized Consultancy Agreement

REQUESTED BY: JENIFER RAPISTA
Requestor's print name & signature

○ CASH ● DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: BPI

Account Name: JOHN HENDRIE BALUYOT

Account Number: 8829-0773-38

APPROVED BY: Marcos Morales
Immediate Head print name & signature

_____
Executive (if applicable)

Note: Accounting Department process payables is 3 working days upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for NON P.O item such as contract & permits, meal allowance, transportation and etc.

FOR ACCOUNTING USE ONLY

Accounting Dept:	Finance Department		
Received by: _____ Print name & signature	Processed by:	Verified by:	Approved by:
	Print name & signature	Print name & signature	Print name & signature

# of Months	PF FEE/QUARTER	# OF QUARTER	TOTAL	
AUG, 2022 - OCT 31, 2022	3,000	1	₱3,000.00	
NOV, 2022 - JAN 31, 2023	3,000	1	₱3,000.00	
TOTAL			₱6,000.00	