

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: ₱ 2,329.50 **Expense Type:** _____ **Bank:** BDO

Purpose: paint and paint materials for modules 2,229.5

Transpo 100

Remarks:

REQUESTED BY: EVELYN LETRAN
Iame 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. 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	
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Accounting Dept: _____	Finance Dept: _____
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Processed by:

Processed by:

Finance Dept: _____

Verified By:

Approved by:

Name Over Signatu

Name Over Signature/ Date

Name Over Signature

Name/ Date

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