

PAYMENT REQUEST FORM

Date Requested: 22-Aug-22 Date Needed: Aug. 23, 2022

Mode of Payment: Cash. x Bank transf Check *If the request is above Php 1,000.00, cheque will be released*

Payee: Maricel Pascual Department:

Amount: ₱ 1,500.00 Expense Type: Bank: **BDO**

Purpose: BTB Cod printer repair

Remarks: Printer repair

REQUESTED BY: Maricel Pascual
Name Over Signature/ Date

APPROVED BY: Cristine Tui Santos
(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 It
& permits payments.

FOR ACCOUNTING ONLY

Accounting Dept:

Processed by:

Name Over Signature

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3

|

|

