

PAYMENT REQUEST FORM

Date: 17/01/2023
Payee: Atty. Jaenice Lamsen
Amount: 135,000.00
Branch Name: BDO- Wilson Branch
Department: Human Resources
Purpose: DTC Thanksgiving Venue Payment

Document No.:
Date Needed: ASAP

Remarks:

WHAT: Thanksgiving Venue Payment
WHERE: Wack Wack Golf and Country Club
BANK: BDO - Wilson Branch
ACCOUNT NAME: Jaenice Lamsen
ACCOUNT NUMBER: 002830029166

REQUESTED BY:

LYRA JOY RARA

HR Officer

APPROVED BY:

ANNABELLE PAW

Executive

NOTED BY:

ATTY. JAENICE LAMSEN

Division Manager

Note*Accounting process in payable is 3 working days upon received of original Payment Request Form.
Pls. attached approved quotation or any proof that can support your request. This form will be used
for NON P.O Item such ask base on contract & Permits payments.

FOR ACCOUNTING ONLY

Accounting Dept:

Received by:

Name/ Date

Requestor Copy

Processed by:

Name/ Date

Finance Dept:

Verified By:

Name/ Date

Approved by:

Name/ Date