

PAYMENT REQUEST FORM

PPR-10001

Date Requested: 03/14/2021
 Requestor's Name: John Rique M. Segui
 Company: DIGITS TRADING CORP.
 Department/Branch: PURCHASING DEPARTMENT
 Amount: 2,000.00

Date Needed: 12/21/2022
 Start: _____
 End: _____
 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.

Detailed Purpose: TEAM BUILDING (XMAS DINNER)

Attachment (please specify):

REQUESTED BY: John Rique M. Segui
 Requestor's print name & signature

CASH DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: BDO Greenhills-Wilson
 Account Name: John Rique M. Segui
 Account Number: 0065-8014-4911

APPROVED BY: Ana C. Lacorte
 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: _____ Print name & signature	Verified by: _____ Print name & signature	Approved by: _____ Print name & signature

LIST OF EMPLOYEES:

John Rique Segui
 Leonardo Corral
 Oliver Peñeda
 Norelyn Cabuen