

PAYMENT REQUEST FORM

Date Requested: 16-Feb-23

Date Needed: 26-Feb-23

Requestor's Name: JENIFER RAPISTA

Start: _____

Company: DIGITS TRADING CORP.

End: _____

Department/Branch: IMPORTATION 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: **4,678 RMB**

Detailed Purpose: SHIPMENT USING SF EXPRESS : SUPPLIER PAID FIRST THE SHIPPING FEE - MOCOLL

OCT 2022 shipment 257 RMB (10/24/2022) + 754 RMB (10/28/2022) + DEC 2022 shipment 1831 RMB (12/7/22) + 825 RMB (12/7/22)

JAN SHIPMENT 812 RMB (1/3/2023) + FEB 199 RMB (2/10/2023)

Attachment (please specify): COPY OF SF SHIPPING INVOICE AND APPROVAL

REQUESTED BY: JENIFER RAPISTA

Requestor's print name & signature

☐ CASH

☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: _____

Account Name: **Guangzhou Moke Electronic Technology Co., Ltd.**

Account Number: _____

APPROVED BY: **Miguel 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		
	Processed by:	Verified by:	Approved by:
Received by: _____	_____	_____	_____
Print name & signature	Print name & signature	Print name & signature	Print name & signature