

PAYMENT REQUEST FORM

Date Requested: 16-Feb-23
 Requestor's Name: JENIFER RAPISTA
 Company: DTC
 Department/Branch: ADMIN DEPT.
 Amount: **50,000.00**

Date Needed: 03-Mar-23
 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: CONSULTANCY FEE for ENGR. STEVEN CARAAN

Consultancy Fee for the month of DECEMBER 2022 - JANUARY 31 2023. (Agreement 2022 - 2023)

ENGINEER PERSONNEL FOR NTC NEW APPLICATIONS AND RENEWALS REQUIREMENTS

Attachment (please specify): Approval screenshot, Notarized Consultancy Agreement

REQUESTED BY: JENIFER RAPISTA
 Requestor's print name & signature

☐ CASH

☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: Bank of the Philippine Islands

Account Name: Steven T. Caraan

Account Number: 9683-1178-27

APPROVED BY: MAYROS MONCILLA
 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

# of Months	PF FEE/Month	# OF MONTHS	TOTAL
Dec-22	25,000	1	₱25,000.00
Jan-23	25,000	1	₱25,000.00
TOTAL			₱50,000.00