PAYMENT REQUEST FORM			
Date Requested:	11/17/2022	Date Needed:	NOV 17, 2022
Mode of Payment: _	Cash	X Bank Transfer	If the request is above Php 1,000.00, cheque will be released.
Payee:	BRYAN GABRIEL	Department:	
Amount:	₱ 3,000.00	Expense Type:	
Purpose: JERBE BOLITO AIRPLANE TICKET BACK TO MANILA			
_			
Remarks:			
REQUESTED BY:	BRYAN GABRIEL	APPROVED BY:	CRISTINE THE SANTOS
	Name Over Signature/ Date		(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 Item(s) such as contracts & permits payments.			
FOR ACCOUNTING ONLY			
Accounting Dept: Finance Dept:			
Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Sig	nature/ Date Name/ Date
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