

PAYMENT REQUEST FORM

Date Requested: DECEMBER 21, 2022

Date Needed : ASAP

Mode of Payment: Cash

☒ Check

If the request is above Php 1,000.00, cheque will be released.

Payee: ATTY. JAYCEE LAMSEN

Department: LEGAL

Amount: Php 10,745.00

Expense Type: _____

Purpose: DTC TASKS EXPENSES

Remarks: Transportation, delivery and notary fees.

Attachment (if applicable):

- ____ Signed Agreement (signed by executives and consultant)
- ____ TIN IDs and 1 valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)
- ____ Billing statement for the applicable month.
- ____ COR / BIR 2303 FORM
- ☒ Receipts/Notarial Copies
- NOTARIAL FEES 103 x 100 10,300
- GRAB TRANSPO FEE TO BIR SAN JUAN 158
- GRAB TRANSPO FEE TO BIR SAN JUAN 129
- ANGKAS TRANSPO FEE TO BIR SAN JUAN 158

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BDO

Branch: _____

Account Number: 2830029166

REQUESTED BY:

JEAN MAE GUINSATAO

Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE LAMSEN

(Immediate Head)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

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 | | | |
|--------------------------------------|---------------------------|---------------------------|---------------------------|
| Processed by: <u>JOIE TACAYON</u> | Processed by: | Verified By: | Approved by: |
| Name Over Signature/ Date | Name Over Signature/ Date | Name Over Signature/ Date | Name Over Signature/ Date |

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