PAYMENT REQUEST FORM			
Date Requested:	03/15/2023	Date Needed:	MAR 20 2022
Mode of Payment:	Cash	X Bank Transfer	If the request is above Php 1,000.00, cheque will be released.
Payee:	BRYAN P. GABRIEL	Department:	: <u></u>
Amount:	₱ 4,000.00	Expense Type:	<u> </u>
Purpose:	ACCOMODATION AND FOOD ALLOWAND	Œ	
	(STORE VISIT AT DW LA UNION)		11
Remarks:	INSTALLATION OF SECURITY ALARM		
	Lumania		M
REQUESTED BY:	BRYAN GABRIEL	APPROVED BY:	CRISTINE TIU SANTOS
	Name Over Signature/ Date		(Immediate Head)
Note: Accounting Payables Process	is 3 working days upon receipt of original Pay	ment Request Form & con	nolete 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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