

**PAYMENT REQUEST FORM**

Date Requested: March 07, 2023

Date Needed : ASAP

Mode of Payment:      Cash   X   Check

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

Payee: ATTY. JAYCEE LAMSEN

Department: LEGAL

Amount: Php 60,000.00

Expense Type:                     

Purpose: AYP BENITEZ PROPERTIES

Remarks: Consolidation of titles

**Attachment (if applicable):**

- Signed Agreement (signed by executives and consultant)
- TIN IDs and 1 valid Gov't ID to LG SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)
- Billing statement for the applicable month.
- COR / BIR 2303 FORM
- X   Receipts/Title Copies
  1. TCT 13905 R
  2. TCT 13904 R
  3. TCT 7359 R
  4. TCT 11688 R

**BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT**

Bank: BDO

Branch:                     

Account Number: 2830029165

REQUESTED BY:

ERICA MAE MANSATAO  
Name Over Signature/ Date

APPROVED BY:

*For incomplete attachment*

APPROVED BY:

EXECUTIVE OFFICER:

ATTY. JAYCEE LAMSEN  
(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**

Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date

Document No.: AFD20161017-001 v.3