

PAYMENT REQUEST FORM

Date Requested: March 9, 2023 Date Needed: March 14, 2023

Mode of Payment: Cash Check If the request is above Php 1,000.00, cheque will be released.

Payee: FERNANDO I. PAVILLA Department: Amount: ₱ 5,000.00 Expense Type: Purpose: BTB MALOLOS

Payee: Remarks: Store Opening Fund

REQUESTED BY: Fernando I. Pavilla APPROVED BY: Evelyn Letran (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 Signature/ Date	Name/ Date

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