

## PAYMENT REQUEST FORM

Date Requested: 14-Nov-22

Date Needed: Nov. 17, 2022

Mode of Payment: Cash

Check

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

Payee: Gerry Jacaba

Department:

Amount: ₱ 2,000.00

Expense Type:

Purpose: Petty Cash | DW Mitsukoshi

Remarks:

REQUESTED BY:

Gerry Jacaba  
Name Over Signature/ Date

APPROVED BY:

Gerald Dinglasan  
(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:**

Processed by:

Name Over Signature/ Date

Processed by:

Name Over Signature/ Date

**Finance Dept:**

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3