

PAYMENT REQUEST FORM

Date Requested 02-Jan-23 Date Needed: Jan 3.2023

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

Payee: MARICEL PASCUAL Department: _____

Amount: ₱ 2,500.00 Expense Type: _____ Bank: BDO

Purpose: THERMAL SCANNING

Remarks: XIAOMI CIRCUIT THERMAL SCANNING

REQUESTED BY: MARICEL PASCUAL
Name Over Signature/ Date

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

Processed by:

Processed by:

Name Over Signature

Name Over Signature/ Date

Finance Dept:

Verified By:

Approved by:

Name Over Signature

Name/ Date

Document No.: AFD20161017-001 v.3