	PAYMENT	REQUEST FORM	1	
Date Requestec_	28-Oct-22	Date Needed:	Nov. 18,2022	_
Mode of Payme <u>n</u>	t: Cashx_	Bank transfer Check	If the request is above	Php 1,000.00, cheque will
Payee: _	EVELYN LETRAN	Department:		_
Amount:	₱ 5,000.00	Expense Type:		Bank: BDO
Purpose:		-		_ _
Remarks:				<u> </u>
REQUESTED BY:_ la	EVELYN LETRAN me Over Signature/ Da	APPRO t	- /// -	TINE TIU SANTOS□ diate Head)
Note: Accounting 1	Payables Process is 3 wor	king days upon receipt o	f original Payment R	ا equest Form & completo
Please attach appr	oved quotation(s) or any	proof to support your red	quest. This form will	only be used for NON P.
8	k permits payments.			
	FOR	ACCOUNTING O	NLY	
Accounting D	ept:	F <u>inanc</u>	e Dept:	
Processed by:	Processed by:	Verifie	ed By:	Approved by:
Name Over Sig	ınatu Name Over Si	gnature/ DateName	Over Signatur	Name/ Date
			Document No.: A	FD20161017-001 v.3

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