**Repayment of Rejected Payroll Disbursement (RO Funded) Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

***For Individual***

* Request Letter
* Photocopy of 2 ID Cards
* Copy of Credit Memo
* Journal Entry Voucher
* Landbank Account
* PACSVAL (Hardcopy) (if thru ATM)
* PACSVAL (Softcopy-CD) (if thru ATM)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: