**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: