



PAYMENT REQUEST FORM

Date: 12-20-22

Document No.: AFD20161017-001 v.1

Payee: Mikhaela Manalo

Date Needed: 1/10/1/15/2023

Amount: 15,000.00

Branch Name:

Department: Marketing Department

Purpose: CONSULTATION FEE-JANUARY

Remarks: CONSULTATION FEE-Graphic Artist

005250418644

BDO

REQUESTED BY:

Consular
Mikhaela Consular

(Requestor)

APPROVED BY:

Makabong
Macel Abejero

AVP for Marketing - MCG

*Note*Accounting process in payables is 3 working days upon received of original Payment Request Form.*

Pls. attached approved quotation or any proof that can support your request. This form will be used for NON P.O Item such ask base on contract & Permits payments.

FOR ACCOUNTING ONLY

Accounting Dept:

Received by:

Name/ Date

Requestor Copy

Processed by:

Name/ Date

Finance Dept:

Verified By:

Name/ Date

Approved by:

Name/ Date