



## PAYMENT REQUEST FORM

Date: 11/15/2022  
Payee: John Gabriel Villa  
Amount: P7,766.92  
Branch Name: \_\_\_\_\_  
Department: MCG Department  
Purpose: iPhone 14 Launch - Rob Ermita Incidental Charges

Document No.: AF

Date Needed:

**Remarks:**

iPhone 14 Launch - Rob Ermita Incidental Charges

P7,766.92

REQUESTED BY: John Gabriel Villa  
(Requestor)

APPROVED BY: Macel Abejero  
(Immediate Head)

*Note\*Accounting process in payables is 3 working days upon received of original Payme  
Pls. attached approved quotation or any proof that can support your request. This form  
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

D20161017-001 v.1

ASAP

ent Request Form.  
will be used

Approved by:

Name/ Date