



## PAYMENT REQUEST FORM

Date: 11/15/2022  
Payee: John Gabriel Villa  
Amount: P53,200  
Branch Name: \_\_\_\_\_  
Department: MCG Department  
Purpose: UNBOX FEST 2022 - DW Madness SMX (Modules Supplier)

Document No.: AFD

Date Needed:

**Remarks:**

DW Madness SMX Modules Supplier (JPG)

**TOTAL: P53,200**

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 Payment  
Pls. attached approved quotation or any proof that can support your request. This form w  
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

20161017-001 v.1

ASAP

*t Request Form.*  
*ill be used*

Approved by:

Name/ Date