



## PAYMENT REQUEST FORM

Date: 01/11/2022

Document No.: AFD20161017-001 v.1

Payee: Kathlene Daelo

Date Needed: ASAP

Amount: P10,959.78

Branch Name:

Department: MCG Department

Mailchimp \*MISC

Purpose: Mailchimp.com US

**Remarks:**

Mailchimp \*MISC Mailchimp.com US

**P10,959.78**

REQUESTED BY: Kathlene Daelo

(Requestor)

APPROVED BY: Macel Abejero

(Immediate Head)

*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*

**Finance Dept:**

Processed by:

Name/ Date

Verified By:

Name/ Date

Approved by:

Name/ Date