



PAYMENT REQUEST FORM

Date: 1-25-2023

Document No.: AFD20161017-001 v.1

Payee: Leonard Obar

Date Needed: 1/10/15/2023

Amount: 15,000.00

Branch Name:

Department: Marketing Department

Purpose: CONSULTATION FEE-FEBRUARY

Remarks: CONSULTATION FEE-Graphic Artist

0899365186

BPI

REQUESTED BY:

Consular
Mekaela Consular

(Requestor)

APPROVED BY:

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