



PAYMENT REQUEST FORM

Date: 11/16/2022
Payee: John Gabriel Villa
Amount: P25,000
Branch Name: _____
Department: MCG Department
Purpose: FITBIT NPI LAUNCH - Events CA 20K

Document No.: AFD20161017-001 v.1

Date Needed: November 21, 2022

Remarks:

EVENTS CA 25K

P25,000

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 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