



PAYMENT REQUEST FORM

Date:	<u>11/15/2022</u>	Document No.: AFD
Payee:	<u>John Gabriel Villa</u>	Date Needed:
Amount:	<u>P22,500</u>	
Branch Name:	<u></u>	
Department:	<u>MCG Department</u>	
Purpose:	<u>FITBIT NPI MEDIA LAUNCH - Wooden Tables Supplier</u>	

Remarks:

Wooden Tables Supplier (Majestic Events)

50% Downpayment (ASAP) 50% Full Payment (November 25)

TOTAL: P22,500

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.
will be used

Approved by:

Name/ Date