



## PAYMENT REQUEST FORM

Date: 12/09/2022

Document No.: AFD20161017-001 v.1

Payee: John Gabriel Villa

Date Needed: ASAP

Amount: P23,690

Branch Name: \_\_\_\_\_

Department: MCG Department

Purpose: iPhone 14 Launch Videographer's Professional Fee

**Remarks:**

iPhone 14 Launch Videographer's Professional Fee - Edward Neil V. Caj

**P23,690**

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