



PAYMENT REQUEST FORM

Date: 01/17/2023
Payee: Kathlene Daelo
Amount: 10,959.78
Branch Name: _____
Department: MCG Department
Mailchimp *MISC
Purpose: Mailchimp.com US

Document No.: AF

Date Needed:

Remarks:

Mailchimp *MISC Mailchimp.com US

10,959.78

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
Pls. attached approved quotation or any proof that can support your request. This form
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

D20161017-001 v.1

ASAP

ent Request Form.
will be used

Approved by:

Name/ Date