



PAYMENT REQUEST FORM

Date: 11/15/2022
Payee: John Gabriel Villa
Amount: P25,000
Branch Name: _____
Department: MCG Department
Purpose: FITBIT NPI MEDIA LAUNCH - Food supplier

Document No.: AF

Date Needed:

Remarks:

Seven Days of Greens CE 50% Downpayment (November 18) 50% Full-payment
TOTAL: 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 Payme
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
Nov 18 & 25, 2022

(November 25)

ent Request Form.
will be used

Approved by:

Name/ Date