



PAYMENT REQUEST FORM

Date: 11/16/2022
Payee: John Gabriel Villa
Amount: P2,400
Branch Name: _____
Department: MCG Department
Purpose: FITBIT NPI LAUNCH - Cocktail Tables Supplier

Document No.: AF

Date Needed:

Remarks:

Cocktail Tables Supplier (Antonio's Event Equipment Rentals)

P2,400

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

ASAP

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will be used

Approved by:

Name/ Date