



## PAYMENT REQUEST FORM

Date: 10/03/2022

Document No.: AFD20161017-001 v.1

Payee: John Gabriel Villa

Date Needed: Oct. 15, 2022

Amount: P250,290.6

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

Department: MCG

Purpose: 50% CE FULL PAYMENT FOR SOUPSTAR MUSIC INC (iPhone 14 Midnight Launch)

**Remarks:**

50% CE FULL PAYMENT FOR SOUPSTAR MUSIC INC (iPhone 14 Midnight Launch)

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