

DATE: 11/12/20  
 TIME: 11:50  
 REC'D. BY: *[Signature]*

# PURCHASE REQUEST

DSWD FO VI

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section: <u>SLP</u>		PR No.: <u>2020-10-1833</u>	Date: <u>November 3, 2020</u>		
		Responsibility Center Code: _____	<i>[Handwritten: P]</i>		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>OFFICE SUPPLIES</b>			
	reams	BOND PAPER, 8.5X13in, long 70gsm	70	290.05	20,303.50
	reams	BOND PAPER, A4, 70gsm	65	270.00	17,550.00
	pcs	FOLDER, long, white, tagboard	550	8.20	4,510.00
		<b>Total</b>			<b>42,363.50</b>

FINANCE MANAGEMENT DIVISION  
**FUNDS AVAILABLE**  
 BUDGET SECTION: \_\_\_\_\_  
 DATE: 11/10/2020  
 REF: 210105000200 (SUP) 2020-11-9

*[Handwritten notes:]*  
 dtl. 3/3/2020 SUP CMF  
 5020210.00 current

DSWD FIELD OFFICE VI  
 BIDS & AWARDS COMMITTEE  
 2020-11-09  
 DATE PROC. \_\_\_\_\_ TIME \_\_\_\_\_  
 RECD BY: \_\_\_\_\_

**ADA VERONICA C. GRECIA**  
 PDO III

**Purpose:** Purchase of Office Supplies for the Use of Sustainable Livelihood Program for 2020

<p><b>Requested by:</b></p> <p>Signature: _____          Printed Name: <u>ASUNCION M. SANTIAGO</u>          Designation: OIC/DC, Promotive Services <i>[Initials]</i></p>	<p><b>Approved by:</b></p> <p style="text-align: center;"><i>[Signature]</i> 11/10/2020          _____  <b>MA. EVELYN B. MACAPOBRE, CESO III</b>          REGIONAL DIRECTOR</p>
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