

# PURCHASE REQUEST

BAC  
 DATE: 11/10/2020  
 TIME: 2:30  
 REC'D BY: J

Entity Name: \_\_\_\_\_ 2020-11-2003 Fund Cluster: \_\_\_\_\_

Office/Section: CBS PR No.: \_\_\_\_\_ Date: 4-Nov-20  
SOCPEN Responsibility Center Code: \_\_\_\_\_

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Ream	Bond Paper A4	4	240.00	960.00
	Ream	Bond Paper Long	4	270.00	1,080.00
	Pack	Special Paper Pink A4 Size	2	55.00	110.00
	Pack	Sticky Coloring Notepad 4x6 assorted colors	4	80.00	320.00
	Pieces	Alcohol Isopropyl 70% Solution	6	75.00	450.00
	Box	Disposable Face Mask 50/ Box	2	50.00	100.00
	Pack	Cattleya Notebook 5pcs per pack	5	60.00	300.00
	Pieces	Blue Plastic Envelope	29	20.00	580.00
<b>GRAND TOTAL</b>					<b>3,900.00</b>

**FINANCE MANAGEMENT DIVISION**  
**FUNDS AVAILABLE**  
 BUDGET SECTION: \_\_\_\_\_  
 DATE: 11/09/2020  
 REF: 320102910000 1000 SPP DRF CU  
RA 11465 GAA CY 2020  
SO 2020 10

**DOWD FIELD OFFICE VII**  
 BIDS & AWARDS MANAGER  
 2020-11-09/54  
 DATE PROC: \_\_\_\_\_  
 RCVD BY: \_\_\_\_\_

**ADA VERONICA C. GREGIA**  
PDU III

Purpose: For use during the conduct of Leadership and Supervisory Training for SOCPEN Personnel -Module 1  
 Purpose: on November 25-27, 2020.

<p>Requested by: _____</p> <p style="text-align: center;"><i>McAnilla</i></p> <p>Signature: _____</p> <p>Printed Name: <u>HAYDEE C. CANILLA</u></p> <p>Designation: <u>SWO IV-OIC Division Chief</u></p>	<p>Approved by: _____</p> <p style="text-align: center;"><i>Maan</i></p> <p>Signature: _____</p> <p>Printed Name: <u>MA. EVELYN B. MACAPOBRE, CESO III</u></p> <p>Designation: <u>Regional Director</u></p>
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