

DATE: 11/13/20
 TIME: 1:29
 REC'D BY: [Signature]

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: SOC PEN PR No.: PR # 2020-11-2177 Date: November 13, 2020
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Units	Executive Chair	2	14,999	29,998.00
2	Units	Ergonomical Office Chair	3	5,000	15,000.00
TOTAL AMOUNT					44,998.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: _____
 REF: 20103107001000 SPP DRF CONTG.

DOWD FIELD OFFICE VI
 BIOS & AWARDS COMMITTEE
 DATE: 2020-11-10 3:30
 DATE RCVD: _____ TIME: _____
 RCVD BY: _____

ADA VERONICA C. GREGIA
 PDO III

32610410000000 (omb based proper)
 02-2020-VI-324
 date prepared 7/21/20
 50299990-02-F-35,504.30

RA 11260 GAA CY 2019
 SO 203990 → 41.50.00
 SO 203210-02 → 7,370.00
 SO 203220-01 → 2,021.70
 *****Nothing Follows*****

Purpose:
 Purchased of Furnature and Fixtures for the use of Social Pension Staff.

Requested by:
 Signature: [Signature]
 Printed Name: **HAYDEE C. CANILLA**
 Designation: **SWO IV-PSD CHIEF**

Approved by:
 Signature: [Signature]
MA. EVELYN B. MACAPOBRE, CESO III
 Regional Director

- Latest Mayor's/Business Permit
 - PhilGEPS Registration
 - Latest Income/Business Tax Return
 - Omnibus Sworn Statement
 - Photocopy of Passbook or BankBook (LBP)
- } duly Certified True Copy (CTC) by the owner or its authorized representative

*** Incomplete documents shall not be accepted.