

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: COM- BASED PR No.: PR # 2020-11-2179 Date: November 13, 2020
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	UNIT	Digital Voice Recorder	1	7,571	7,570.00
2	UNITS	Wireless Presenter	2	3,180	6,360.00
3	UNIT	Portable Microphone with Speaker	1	7,565	7,565.00
4	UNIT	Botton Press Machine Type	1	4,000	4,000.00
TOTAL AMOUNT					25,495.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 11/29/2020
 REF: 32210446-001000 (combined request) 02-

1000-01-324 date input 11/21/20
5-199990-02

DOWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
 2020-11-1033
 BALANCE _____
 DATE PCVD _____ TIME _____
 RCVD BY: _____

ADA VERONICA C. GRECIA
 PDD III

*****Nothing Follows*****

Purpose: Purchase of Other Maintenance and Other Operating Expenses for the use of Community- Based Service Section.

Requested by: _____ **Approved by:** _____
 Signature: *Haydee C. Canilla* Signature: *MA. Evelyn B. Macapobre*
 Printed Name: HAYDEE C. CANILLA Printed Name: MA. EVELYN B. MACAPOBRE, CESO III
 Designation: SWO IV-PSD CHIEF Designation: 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.