

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: CBS-SOCPEN	PR No.: 2020-11-2215	Date: November 19, 2020
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Ream	Bondpaper Long	3	220	660
	Ream	Bondpaper A4	4	170	680
	Box	Ballpen Black(50/box)	2	500	1000
	Box	Face Mask 3 ply Earloop (50/box)	5	100	500
	Packs	Notebook <i>20 leaves</i>	18	50	900
	Piece	Certificate Holder (A4)	8	50	400
	Bottle	Alcohol (500ml)	16	80	1280
	Pack	Special Paper(Rose Pink) - A4	5	60	300
	Piece	Ordinary Clear Plastic Envelope A4	90	10	900
	Ream	Green Folder (Long)	40	5	200
	Pack	Sticker Paper (A4) - Glossy	4	45	180
GRAND TOTAL					7,000.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: *11/26/2020*
 REF: *20102100001000 SPP DRE CU*
RA 11465 GAA CY 2020
SD 202010

DOWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
2020-11-10-21
 DATE PROC _____
 REC'D BY: _____

ADA VERONICA S. GRECIA
PDU III

Purpose: For use during the conduct of Year-End Program Implementation Review cum Social Pension Information Training (Offline Version). *December 11-12, 2020*

Requested by:

Approved by:

Signature:

Haydee C. Canilla

Ma Evelyn B. Macapobre

Printed Name:

HAYDEE C. CANILLA
SWO IV-OIC Division Chief

MA. EVELYN B. MACAPOBRE, CESO III
Regional Director

Designation: