

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: CBS-SOCPEN		PR No.: 2020-11-2217	Date: November 19, 2020		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Ream	Bondpaper Long	5	220	1100
	Ream	Bondpaper A4	5	170	850
	Pack	Special Paper(Rose Pink) - A4	5	60	300
	Box	Ballpen Black(50/box)	2	500	1000
	Packs	NOTEBOOK 20 LEAVES	15	50	750
	Box	Face Mask 3ply Earloop (50/box)	5	100	500
	Piece	Certificate Holder (A4)	8	50	400
	Bottle	Alcohol (500ml)	12	80	960
	Piece	Red Folder (long)	58	5	290
	Ream	Brown Envelope (Long)	2	125	250
	Pack	Sticker Paper Long - Glossy	2	50	100
	Piece	Ordinary Clear Plastic Envelope A4	80	10	800
	Ream	Brown Envelope (A4)	1	100	100
GRAND TOTAL					7,400.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 11/24/2020
 REF: 32010 31000 1000 SP DRF CU
RA 11465 GAA CY 2020
50202010

OSWD FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE
2020-11-10-28
 DATE PROC: _____
 REVD BY: _____
ADA VERONICA G. GREGIA
 PDO III

Purpose:

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

December 14-15, 2020

Requested by:

Approved by:

Signature:

Haydee C. Canilla

Ma. Evelyn B. Macapobre

Printed Name:

HAYDEE C. CANILLA

MA. EVELYN B. MACAPOBRE, CESO III

Designation:

SWO IV-OIC Division Chief

Regional Director