



# PURCHASE REQUEST

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section: <u>UCT/PPD</u>	PR No.: <u>2020-11-2223</u>	Date: <u>November 19, 2020</u>
Responsibility Center Code: _____		



Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Pax	<p><b>Catering service with venue for 2 days on: December 2-3, 2020 in the province of Negros Occidental</b></p> <p><b>With the following inclusions:</b>                      1 buffet meal and 2 snacks (AM snacks, lunch,                      PM snacks)                      free flowing coffee, chocolate drinks and                      hot &amp; cold drinking water                      free wifi access                      free basic first aid and medicine kit  <b>One air-conditioned function room with the                      following facilities:</b>                      wide screen projector &amp; PA system                      4 microphones                      1 secretariat table                      audio jacks and extension cords                      flip board/white board with white board pen                      movable tables and chairs                      with elevator and ramp for PWDs                      ***Nothing Follows***</p>	51	500.00	51,000.00
			<b>TOTAL</b>		<b>51,000.00</b>

**DOWD FIELD OFFICE VI**  
 BIDS & AWARDS COMMITTEE  
 2020-11-19  
 BAC PLS  
 DATE RCVD \_\_\_\_\_ TIME \_\_\_\_\_  
 RCVD BY: CA

**ADA VERONICA C. GRECIA**  
 PDO III

FINANCE MANAGEMENT DIVISION  
**FUNDS AVAILABLE**  
 BUDGET SECTION: 50299030-01  
 DATE: 11/23/2020  
 REF: 2020420000 2020UCR-10C 02-2020-VI-25

Purpose: 50299030-01 11/5-20-2020  
 Data Uploading and Meeting with UCT Validators and Partners

<p>Requested by:    <b>RYAN A. DE LA GENTE</b>                  CAO/OIC PPD CHIEF</p> <p>Signature: _____                  Printed Name: _____                  Designation: _____</p>	<p>Approved by:    <b>MA. EVELYN B. MACAPOBRE, CESO III</b>                  REGIONAL DIRECTOR</p> <p>Signature: _____                  Printed Name: _____                  Designation: _____</p>
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