PURCHASE REQUEST

Entity Name: _____ Fund Cluster: _____

Office/Section: UCT/PPD | PR No.: 2020-11-2224 | Date: November 19, 2020

Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Pax	**Catering service with venue for 2 days on: December 14-15, 2020 in the province of Iloilo** **With the following inclusions:** 1 buffet meal and 2 snacks (AM snacks, lunch, PM snacks) free flowing coffee, chocolate drinks and hot & cold drinking water free wifi access free basic first aid and medicine kit **One air-conditioned function room with the following facilities:** wide screen projector & 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***	50	500.00	50,000.00
			TOTAL		**50,000.00**

DSWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
2020-11-1039
DATE RCVD _____ TIME _____
RCVD BY: _____

ADA VERONICA C. GRECIA
PDO III

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
BUDGET SECTION: mit
DATE: 11/23/2020
REF: 3201042000003 OUCT-10C)02-2020-11-25
50299030-11 CAA 5-20-2020

Purpose: Data Uploading and Meeting with UCT Validators and Partners

Requested by:

ON TRAVEL

Signature: RYAN A. DE LA GENTE

Printed Name: ~~CAO/OIC PPD CHIEF~~

Designation:

Approved by:

11/19/2020

MA. EVELYN B. MACAPOBRE, CESO III
REGIONAL DIRECTOR