

# PURCHASE REQUEST

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

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

Office/Section: <u>UCT/PPD</u>	PR No.: <u>2020-11-2226</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 17-18, 2020 in the province of Aklan</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>	50	500.00	50,000.00
			<b>TOTAL</b>		<b>50,000.00</b>

**DOWD FIELD OFFICE VII**  
 BIDS & AWARDS COMMITTEE  
 2020-11-10-41  
 DATE RCVD: \_\_\_\_\_ TIME: \_\_\_\_\_  
 RCVD BY: CW  
**ADA VERONICA C. GRECIA**  
 PDO III

**FINANCE AND ACCOUNTS DIVISION**  
**FUNDS AVAILABLE**  
 BUDGET SECTION: mit  
 DATE: 11/23/2020  
 REF: 7201020003001 (UCT-WD) 02-2020-VI-25

Purpose: 50299020-0 11/5-20-2020  
 Data Uploading and Meeting with UCT Validators and Partners

<p><b>Requested by:</b></p> <p><i>ON TRAVEL</i>  <b>RYAN A. DE LA GENTE</b>        GAO/OIG-PPD CHIEF</p> <p>Signature: _____        Printed Name: _____        Designation: _____</p>	<p><b>Approved by:</b></p> <p><i>Macapobre 11/19/2020</i>  <b>MA. EVELYN B. MACAPOBRE, CESO III</b>        REGIONAL DIRECTOR</p> <p>Signature: _____        Printed Name: _____        Designation: _____</p>
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