PURCHASE REQUEST

Entity Name: _____ **Fund Cluster:** _____

Office/Section: UCT/PPD	PR No.: 2020-11-2227 Responsibility Center Code: _____	Date: November 19, 2020

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Pax	**Catering service with venue for 2 days on: December 8-9, 2020 in the province of Capiz** **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 VII
BIDS & AWARDS COMMITTEE
2020-11-1042
DATE RCVD: _____ TIME: _____
RCVD BY: _____

ADA VERONICA C. GRECIA
PDO III

FINANCE ... DIVISION
FUNDS AVAILABLE
BUDGET SECTION: mt
DATE: 11/23/2020
REF: 320104200003000 (UCT-IOC) 02-2020-11-25
50299030-00 dtd 5-25-2020

Purpose:

Data Uploading and Meeting with UCT Validators and Partners

Requested by:

Approved by:

Signature: RYAN A. DE LA GENTE
Printed Name: ~~CAO/OIC-PPD CHIEF~~
Designation:

ON TRAVEL

MA. EVELYN B. MACAPOBRE, CESO III
~~REGIONAL DIRECTOR~~