

# PURCHASE REQUEST

12/16/2020  
 DATE: 10-27  
 TIME:  
 REC'D BY: *[Signature]*

Entity Name: *[Signature]*

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

Office/Section: \_\_\_\_\_ PR No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Responsibility Center Code: 2020-11-2292  
 Date: 12.1.2020

| Stock/Property No. | Unit | Item Description                                                                                                                                                                                                                                                       | Quantity | Unit Cost | Total Cost |
|--------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|------------|
|                    | pcs  | IEC Material/ Inter-agency Advocacy Notebook Planner 2021<br><br>Dimensions: 148 mm x 210 mm (A4 landscape spread)<br>Color: Full color print, both sides<br>Cover: 220 gsm, uncoated<br>Pages: 90-120 gsm, 100 leaves ruled<br>Binding: twin loop wire/wire-o binding | 200.00   | 500.00    | 100,000.00 |

FINANCE MANAGEMENT DIVISION  
**FUNDS AVAILABLE**  
 BUDGET SECTION: *[Signature]*  
 DATE: *12/14/2020*  
 REF: *5029990000100 (combined request)*

DSWD FIELD OFFICE VII  
 BIDS & AWARDS COMMITTEE

*2020-12-1140*

DATE RCVD: \_\_\_\_\_  
 BY: *[Signature]*

*[Signature]*  
 ADA VERONICA C. GREGIO  
 PDO III

*02-2020-VI-224 date proposed 7/21/2020*  
*5029990-02 - \$50,000.00*

*so it total - 50,000 -*  
*20000 10000 3000 - STB-02-2020-VI-844-220-20*  
*5029990 - Current - CMF - 50,000*

Purpose: IEC Material/ Inter-agency Advocacy Notebook Planner 2021 chargeable against Community Based MOOE.

Requested by: *[Signature]* Approved by: *[Signature]*  
 Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Designation: **HAYDEE C. CANILLA** PSD Head **MA. EVELYN B. MACAPOBRE** Regional Director