**PURCHASE REQUEST**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | |  | **PR No.** | |  | | | | **Date** | |  |
| **Section** | |  | **SAI No.** | |  | | | | **Date** | |  |
|  | |  |  | |  | | |  | | |  |
| **Stock No** | **Unit** | **Item / Description** | | | | **Quantity** | **Unit Cost** | | | **Amount** | |
|  |  |  | | | |  |  | | |  | |
|  |  |  | | | |  |  | | |  | |
| **Purpose / Remarks** | |  | | | | | **Total** | | |  | |
| **Fund** | | |  | |
|  | | | | | | | | | | | |
|  | | **REQUESTED BY** *(END USER)* | | **FUNDS AVAILABLE** | | | | | | | |
| *Signature* | |  | |  | | | | | | | |
| *Printed Name* | |  | | **SUZETTE G. DUCANES** | | | | | | | |
| *Designation* | |  | | University Budget Officer | | | | | | | |
| *Date* | |  | |  | | | | | | | |
|  | |  | |  | | | | | | | |
|  | |  | |  | | | | | | | |
|  | | **APPROVED BY** | | | | | | | | | |
| *Signature* | |  | | | | | | | | | |
| *Printed Name* | | **MA. CARLA A. OCHOTORENA, R.N., Ph.D.** | | | | | | | | | |
| *Designation* | | University President | | | | | | | | | |
| *Date* | |  | | | | | | | | | |