**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* |  |