



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-10-01314**Date: **10-13-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Polo Shirt with embroidered logos	pcs	20	450.00		9,000.00
Specification: Polo Shirt with embroidered logo of ATBI, PCAARRD, and VSU-TBI Color combination: Green and white except for the logos (Please see attached design) Size: Kindly coordinate the end-user						
TOTAL						9,000.00
Purpose: For office use						
Checked by: <div style="text-align: center;"> JED ASAPH D. CORTES TWG - Printing Services </div>				Funds Available: <div style="text-align: center;"> ALICIA M. FLORES HEAD, BUDGET OFFICE </div>		
Signature:	Requested by:	Noted by:			Approved by:	
Printed Name:	JUDE NONIE A. SALES	JUDE NONIE A. SALES			EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	