



PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-11-01525**Date: **11-12-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF-REGISTRATION FEE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of Permanent record Envelope	pcs	2000	30.00		60,000.00
TOTAL						60,000.00

Purpose: For office use

Checked by:		Funds Available:	
<i>[Signature]</i> ELVIRA B. GORRE		<i>[Signature]</i> ALICIA M. FLORES	
TWG - Printing Services		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name:	ARNULFO T. GALENZOGA	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

With physical sample attached