



PURCHASE REQUEST

Dept./Office: **REGISTRAR**

PR #: **STF-2021-07-00527**

Date: **07-29-2021**

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	3000	30.00		90,000.00
	TOTAL					90,000.00

Purpose: For office use

Checked by:

ELVIRA B. GORRE

TWG - Printing Services

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ARNULFO T. GALENZOGA	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Note: Pls follow attached sample

Specs: Size: 9" x 15"

Thicknes: At least 300 gsm