



PURCHASE REQUEST

Dept./Office: **OVPREI**PR #: **TF-2021-09-00984**Date: **09-14-2021**Section/End-User: **Dindo M. Valeroso**Category: **Printing Services**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.98**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Polo Shirt with embroidered logos	pcs	25	450.00		11,250.00
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						11,250.00
Purpose: For TBI office use						
Checked by: <div style="text-align: center;"> JED ASAPH D. CORTES TWG - Printing Services </div>				Funds Available: <div style="text-align: center;"> NICK FREDDY R. BELLO (OIC) HEAD, ACCOUNTING OFFICE </div>		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	DINDO M. VALEROSO	ALAN B. LORETO		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		