



Reference No.: BatStateU-FO-PRO-02-C

Effectivity Date: July 7, 2017

Revision No.: 01

Title:	PURCHASE REQUEST FORM			
Agency/ Procuring Entity:	BATANGAS STATE UNIVERSITY (BatStateU JPLPC Malvar / BatStateU ARASOF Nasugbu)	Date:		
		Name of Project:		
Department/ Office:		Project Location:		
Section:		PR No:		
Unit	ITEM DESCRIPTION with Specifications	QTY	UNIT COST	TOTAL COST
TOTAL COST				
Purpose:				
Prepared/Requested By:		Certified Funds Available:		
NAME OF DIRECTOR/DEAN Designation		NAME Budget Officer/ Accountant		
Date Signed:		Date Signed:		
<input type="checkbox"/> Included in the APP <input type="checkbox"/> Complete Specifications		Approved:		
Reviewed By:		NAME University President		
NAME Executive Director				
Date Signed:		Date Signed:		

Tracking Number: _____