

	Reference No.: BatStateU-FO-PRO-02-A	Effectivity Date: January 3, 2017		Revision No.: 00	
Title:	PURCHASE REQUEST FORM				
Agency/ Procuring Entity:	BATANGAS STATE UNIVERSITY (Main Proper)			Project Reference No:	
				Name of Project:	
				Project Location:	
Department /Office:				PR No:	
Section:				SAI No.	
Stock 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			MRS. LOLITA M. ATIENZA Director for Financial Services		
Date Signed:			Date Signed:		
<input type="checkbox"/> Included in the APP <input type="checkbox"/> Complete Specifications			Approved:		
Reviewed by:			DR. TIRSO A. RONQUILLO University President		
ATTY. LUZVIMINDA C. ROSALES Vice President for Administration and Finance			Date Signed:		
Date Signed:					

Tracking Number: _____