

	Reference No.: BatStateU-FO-PRO-02-B	Effectivity Date: January 3, 2017	Revision No.: 00
Title:	PURCHASE REQUEST FORM		
Agency/ Procuring Entity:	BATANGAS STATE UNIVERSITY (BatStateU JPLPC Malvar / BatStateU ARASOF Nasugbu)	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: NAME OF DIRECTOR/ DEAN Designation Date Signed:		Certified Funds Available: NAME OF OFFICER Budget Officer/Accountant Date Signed:	
<input type="checkbox"/> Included in the APP <input type="checkbox"/> Complete Specifications Reviewed By: NAME OF DIRECTOR Director for Administrative and Financial Services Date Signed:		Approved: NAME OF EXECUTIVE DIRECTOR Executive Director Date Signed:	