



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

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:

 Included in the APP  Complete Specifications

Reviewed By:

**NAME OF EXECUTIVE DIRECTOR**  
Executive Director

Date Signed:

Approved:

**DR. TIRSO A. RONQUILLO**  
University President

Date Signed:

Tracking Number: \_\_\_\_\_