



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-10-01314**Date: **10-13-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Polo Shirt with embroidered logos	pcs	20	450.00		9,000.00

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						9,000.00
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Purpose: For office use

Checked by:	Funds Available:
 JED ASAPH D. CORTES TWG - Printing Services	 ALICIA M. FLORES HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JUDE NONIE A. SALES	JUDE NONIE A. SALES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU