



## PURCHASE REQUEST

Dept./Office: **DAEEEx**PR #: **GF-2021-08-00608**Date: **08-12-2021**Section/End-User: **Milagros C. Bales**Category: **Trainings**Funding Source: **General Fund - MOOE**Project Title/Code: **Green-the-Home Project**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Training/Workshop</b>	pieces	30	200.00		6,000.00
<p><b>Specification:</b></p> <p>packed lunch good for 30 persons;</p> <p>packed lunch- viands include: 1 meat, 1 vegetable, 1 dessert, and softdrinks/water 270 ml</p> <p>(enclosed in biodegradable container and biodegradable spoon and fork.</p> <p>k.</p>						
<p><i>Training on Record Keeping</i>  <i>August 17, 2021</i></p> <p><i>Lunch:</i>  <i>1. Rice</i>  <i>2. Chopsuey</i>  <i>3. Fried Chicken - 1pc. each per</i>  <i>4. Pineapple - 2slices each per</i>  <i>5. Soft drinks - bottle 275 ml.</i></p>						
<b>TOTAL</b>						<b>6,000.00</b>
Purpose: meals and snacks for the training						
Checked by: <div style="text-align: center;"><i>[Signature]</i>  <b>VENICE B. IBANEZ</b></div>				Funds Available: <div style="text-align: center;"><i>[Signature]</i>  <b>MYRNA S. PANCITO</b></div>		
TWG - Trainings				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
	<i>[Signature]</i> <b>MILAGROS C. BALES</b>	<i>[Signature]</i> <b>MILAGROS C. BALES</b>		<i>[Signature]</i> <b>EDGARDO E. TULIN</b>		
Printed Name:						
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		

**RECEIVED**  
**AUG 12 2021**  
 BY: *[Signature]*

**RECEIVED**  
**AUG 11 2021**  
 BY: \_\_\_\_\_