



**PURCHASE REQUEST**

23 - 00 10

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section : <u>CGO A, B and C</u>		PR No.: _____	Date: 27 JAN 2023		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Bus	Transportation for CGO A, B and C Office Planning on 08-10 February 2023 for 45 pax at Tagaytay City (Pick up and drop-off only)			
		<b>Itinerary:</b>			
		08 February 2023 6:30 AM - Pick up from Makati City then Drop-off to Tagaytay City			
		10 February 2023 11:00 AM - Pick up from Tagaytay City then Drop-off to Makati City			
		<b>Inclusions:</b>	1		P50,000.00
		Driver's Fee			
		Driver's Meal			
		Applicable Government Tax			
		Toll Fees			
		Parking Fees			
		Fuel			
		MAPA-MACEA Permit			
		Other Applicable Permit and Fees			
		Onboard travel insurance			
		<b>Vehicle Type and Accessories</b>			
		Air-conditioned Bus or Coaster			
<b>TOTAL</b>					P50,000.00

Purpose: For the CGO A, B and C FY 2023 Office Planning

Requested by:  
 Signature : \_\_\_\_\_  
 Printed Name John Arnold C. Talusan  
 Designation : CGO V

Approved by:  
 \_\_\_\_\_  
 Atty. Lovely Joy A. Avisado, CPA  
 Director IV, CGO A  
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 Atty. Johann Carlos S. Barcena, CESO III  
 Director IV, CGO B

