



Appendix 60

PURCHASE REQUEST

21-0014

Entity Name: _____

Fund Cluster: _____

Office/Section : <u>AFO</u>		PR No.: _____	Date: 29 APRIL 2021		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Piece	HP CE310A Black	5	3,000.00	15,000.00
	Piece	HP CE311A Cyan	5	4,000.00	20,000.00
	Piece	HP CE312A Yellow	5	4,000.00	20,000.00
	Piece	HP CE313A Magenta	5	4,000.00	20,000.00
					75,000.00

Purpose: For the purchase of HP toner that will be good for two (2) months for GCG
personnel

Requested by: _____
Signature : _____
Printed Name : Teodoro Arsenio F. Paggabao
Designation : Supervising Administrative Officer

Approved by: _____
Signature : _____
Printed Name : Jaypee O. Abesamis
Designation : Director IV-AFO

GOVERNANCE COMMISSION
R.A. No. 11518
Fund No. _____
Fund _____
10411071
5022301002 - Office Supplies

GCG PMD Received by: _____
Receipt date: 5/17/21