Republic of the Philippines
Tabuk City, Kalinga

PURCHASE REQUEST

Entity Name: KALINGA STATE UNIVERSITY **Fund Cluster:** 05-IGI

Office/Section : GUIDANCE, COUNSELING & TESTING SERVICE		PR No.: 2020-09-0847 Responsibility Center Code :		Date: SEPTEMBER 18, 202	
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
1	Unit	Swivel Chair, Jr. Executive, Black, Steel Base	1	8,000.00	8,000.00
2	Unit	Table, Junior Executive, 1 enter drawer and 6	1	10,000.00	10,000.00
		Side Drawer			
3	Unit	Printer, Continuous Ink, 3 in 1	2	9,500.00	19,000.00
4	Unit	Steel Filing Cabinet, Lateral, 4D	2	14,500.00	29,000.00
5	set	Sala Set, 1 long chair, 2 single chair and 1 center table	1	14,500.00	14,500.00
6	Unit	Water Dispenser, Hot and Cold, with free gallon	1	9,000.00	9,000.00
		x-x-x-x-x-x-x-x-x-x-x-x-x			
		GRAND TOTAL			89,500.00

Purpose: For Guidance Office -Dagupan Campus, Rizal Campus and Bulanao Campus

Requested by:

Signature :
Printed Name LORNA C. VALDEZ
Designation : Administrative Officer V

Approved by:

EDUARDO T. BAGTANG, CPA, DBM
President