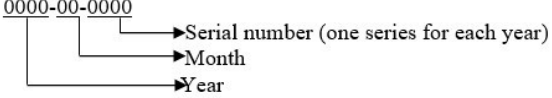


**PURCHASE REQUEST
(PR)**

INSTRUCTIONS

A. The PR is a form used by the Supply and/or Property Custodian for purchasing goods/supplies/property if the item/s requested is/are not available on stock.

B. This form shall be accomplished as follows:

	<i>OPR</i>
1. Entity Name – name of the agency/entity	End-user
2. Fund Cluster – fund cluster name/code in accordance with UACS	Budget Division
3. Office/Section – name of the requesting office/section	End-user
4. PR No./Date – number assigned to the PR and date it was prepared. It shall be numbered as follows: 0000-00-0000 	Property Management Division
5. Responsibility Center Code – the assigned code of the cost/responsibility center requesting the purchase of item/s	End-user
6. Stock/Property No. – number assigned to the item being requested	Property Management Division
7. Unit – unit of measurement of goods/property requested (i.e. piece, roll, box, ream, etc.)	End-user
8. Item Description – brief description of the supplies/goods/property being requested	End-user
9. Quantity – quantity of supplies/goods/property requested to be purchased	End-user
10. Unit Cost – estimated cost per unit of the supplies/goods/property being requested	End-user
11. Total Cost – estimated total cost of the supplies/goods/property being requested (Quantity x Unit Cost)	End-user
12. Purpose – a brief explanation of the purpose why the supplies/goods/property are being requested	End-user
13. Requested by – signature, printed name and designation of the person requesting the purchase of the item/s	End-user (Department Head)
14. Approved by – signature, printed name and designation of the person approving the purchase of the item/s	End-user (AGM)

C. Based on the approved PR, the Supply and/or Property Division/Unit shall process the procurement of the item/s requisitioned.

D. The PR shall be prepared in three copies distributed as follows:

Original – Supply and/or Property Division/Unit for their appropriate action, later to be attached to the original DV for the payment of purchased item/s

Copy 2 – Supply and/or Property Division/Unit File

Copy 3 – Requisitioning Department/Office/Division File