



PURCHASE REQUEST

University of Southeastern Philippines

Fund Cluster: _____

Office/Section : _____ PR No.: 2020 - 01 - 1442

Date: 10 JAN 2020

Administration Responsibility Center Code : _____

Stack/ Property No.	Unit	Item Description	Quantity	Approved Budget Cost (ABC)	
				Unit Cost	Total
1	pc.	Newsletter: 9x12, 15 pages, Matte 80lbs, Full Color, including the layouting services	2,000	30.00	60,000.00
		<i>xxx nothing follows xxx</i>			
TOTAL					60,000.00

Purpose: Purchase of the 2019 Annual Report

Requested by: _____

Approved by: _____

Signature :

DR. ANNE MARIE JENNIFER E. ELGIO

MA. LUISA B. FAUNILLIAN

Printed Name :

PAD Director

VP for Administration

Designation :

Form No. : FM-USep-PUR-05
 Issue Status : 01
 Revision No. : 00
 Date Effective : 10 October 2016
 Approved by : President

for PHIGEPS Posting