

Republic of the Philippines  
Tabuk City, Kalinga

### PURCHASE REQUEST

Entity Name: **KALINGA STATE UNIVERSITY**

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

Office/Section : <b>AUXILIARY</b>		PR No.: <b>2020-02-0128</b>	Date: <b>February 27, 2020</b>		
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	reams	Paper, Multicopy, legal	500		
2	reams	Paper, Multicopy, A4 x-x-x-x-x-x-x-x-x-x-x-x-x-x	250		

Purpose: For BAO Auxiliary Services

Requested by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Signature : \_\_\_\_\_  
Printed Name **LORNA C VALDEZ**  
Designation: Admin Officer / Head of the Procurement Services

Signature : \_\_\_\_\_  
Printed Name **EDUARDO T. BAGTANG, CPA, DBM**  
Designation: President