Appendix 60

Republic of the Philippines
Tabuk City, Kalinga

PURCHASE REQUEST

Entity Name: **KALINGA STATE UNIVERSITY** Fund Cluster: _____

Office/Section : President's Office	PR No.: 2018-12-1219 Responsibility Center Code :	Date: December 21, 2018

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pads	Routine Slip @ 100 sheets, size 1/4 of short bond paper	60		
2	pcs	Note Pad 23 sets @ 20 pads each full color w/ KSU seal	460		
3	pcs	Printing of Full Color & glossy Cover of 2018 Annual Report and Soft Book Binding	20		
4	pcs	Printing of Full Color & Glossy Cover of QMS Manual and Soft Book Binding	100		
5	reams	KSU Letter Head Full Color	21		
		x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x			

Purpose: For KSU use

Requested by: Approved by:

Signature :
Printed Name: LORNA C VALDEZ — EDUARDO T. BAGTANG, CPA, DBM
Designation: Admin Officer V/Head of the Procurement Services — President