*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<br>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-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 |