

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Sta. Mesa, Manila
 Wed, Aug 1, 2018 1:48 PM

REQUISITION AND ISSUE SLIP Appendix 63

Fund Cluster:

Division: Office of the Vice President for Finance

Office: Budget Services Office

Responsibility Center Code: BSO

RIS No.: 18-02-0004

Stock No.	Unit	Requisition Details	Quantity	Stock Available?		Issue	
				Yes	No	Quantity	Remarks
03-021	PCS	CORRECTION TAPE, DISPOSABLE, USABLE LENGTH OF 6MTRS. THICKNESS	4				
06-016	PCS	FOLDER LONG TAG BOARD 14 POINTS LEGAL SIZE	50				
13-012	PCS	MOUSE. OPTICAL, USB CONNECTION TYPE, 400 DPI, PLUG AND PLAY: GENIUS NETSCROLL BRAND	2				
16-002	RMS	PAPER BOND ,WHITE, SHORT, 70 GSM	10				
16-008	PCS	PASTE, WATER WELL	3				
19-003	PCS	SIGNPEN, BLACK, LIQUID GEL INK, 0.5MM NEEDLE TIP, PENTEL ENERJEL BRAND	12				
19-004	PCS	SIGNPEN, BLUE, LIQUID GEL INK, 0.5MM NEEDLE TIP, PENTEL ENERJEL BRAND	12				
20-010	PCS	TOILET, TISSUE PAPER, 2PLY SHEET/12RLS /PACK	8				
20-051	PCS	TONER, CART. HP 127FN, HP83A	2				
***	***	*** Nothing Follows ***	***	***	***	***	***

Purpose:

For office use.

Requested By:		Approved By:		Issued By:	Received By:
Signature:		Signature:			
Printed Name:	Florenita E. Imperial	Printed Name:	Marisa J. Legaspi		
Designation:	Director	Designation:	VP for Finance		
Date:		Date:			

***This request is valid for 3 working days (5 days for Branches and Campuses) upon approval after which, if items are not picked up, the request is automatically cancelled.**

***Request will expire on 2018-03-05 14:59:47**

***Supplies and Materials will be released only to authorized personnel of the requesting office.**

***Please pay attention to the UNIT of the item. The unit of measurement to be followed is in the unit column above**