PURCHASE REQUEST

(PR)

## *INSTRUCTIONS*

1. The PR is a form used by the Supply and/or Property Custodian for purchasing goods/supplies/property if the item/s requested is/are not available on stock.
2. This form shall be accomplished as follows:
   1. **LGU** – name of the local government unit
   2. **Fund –** the fund name
   3. **Office/Section**– name of the requesting office/section
   4. **PR No./Date** – number assigned to the PR and date it was prepared. It shall be numbered as follows:

0000-00-0000

Serial number (one series for each year)

Month

Year

* 1. **F/P/P.**  – Function/Program/Project code assigned to the Office requesting the purchase of item/s
  2. **Item No**. –number assigned to the item being requested
  3. **Unit**– unit of measurement of goods/property requested (i.e. piece, roll, box, ream, etc.)
  4. **Item Description** – brief description of the supplies/goods/property being requested
  5. **Quantity**– quantity of supplies/goods/property requested to be purchased
  6. **Unit Cost** –estimated cost per unit of the supplies/goods/property being requested
  7. **Total Cost** –estimated total cost of the supplies/goods/property being requested (Quantity x Unit Cost)
  8. **Purpose** – a brief explanation of the purpose why the supplies/goods/property are being requested
  9. **Requested by**–signature, printed name and designation of the person requesting the purchase of the item/s
  10. **Cash Availability –** name and signature of the Local Treasurer certifying that cash is available for the purchase of the items
  11. **Approved by**–signature, printed name and designation of the person approving the purchase of the item/s

1. Based on the approved PR, the Supply and/or Property Division/Unit shall process the procurement of the item/s requisitioned.
2. The PR shall be prepared in three copies distributed as follows:

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| *Original* | – | Supply and/or Property Division/Unit for their appropriate action, later to be attached to the original DV for the payment of purchased item/s |
| *Copy 2* | – | Supply and/or Property Division/Unit File |
| *Copy 3* | – | Requisitioning Department/Office/Division File |