**«title»**

|  |  |  |
| --- | --- | --- |
| Entity Name: «agency-name» | PR No.: «pr-no» | Date: «date» |
| Office/Section: «office-section» | Responsibility Center Code: «agency-code» |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PURPOSE: «purpose» | | | | |
|  | Requested by: |  | Approved by: |  |
| Signature: |  |  |  |  |
| Printed Name: |  |  |  |  |
| Designation: |  |  | Vice-President for Admin and Finance |  |