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| APR FORM revised May 2015 | | FORM NO. 002 | |
| NAME AND ADDRESS OF REQUESTING AGENCY: | «agency-name» | AGENCY ACCT. CODE: | «agency-acct-code» |
| «agency-address» | AGENCY CONTROL No.: | «agency-control-no» |
| TEL. NOS.: |  |  |  |
| **AGENCY PROCUREMENT REQUEST** | | PS APR No.: | «ps-apr-no» |
| To: PROCUREMENT SERVICE  DBM Compound, RR Road  Cristobal St., Paco, Manila  PLEASE CHECK (x) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW  Please issue common-use supplies/materials per Price List No. «icu-pricelistno» dated «icu-date»   |  |  | | --- | --- | | Mode of delivery:  Pick-up (Fast Lane)  Pick-up (Schedule)  Delivery (door-to-door) | In case fund is not sufficient:  Reduce Quantity  Bill Us  Charge to Unutilized Deposit, APR No. : «if-charge-aprno» Date: «if-charge-date» |   Please purchase for our agency non-common items. Attached herewith:  Complete Specifications  Obligation Request (ObR)  Certificate of Budget Allocation (CBA)  Payment  Others, pls. specify «pnc-otherstext» | | | |
| This form shall be prepared for requisitions of **Common-Use goods** from the **PS Depots & Sub-Depots**; and for orders of **Consumables & Non-Common Use Supplies** from the PS Main  *For PS Main-Common Use Supplies, please use Form 001 R or Form 001 B* | | | |

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| ITEM No. | ITEM AND DESCRIPTION/ SPECIFICATIONS/ STOCK No. | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
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NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

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| STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AGENCY PROPERTY/SUPPLY OFFICER | FUNDS CERTIFIED AVAILABLE:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AGENCY CHIEF ACCOUNTANT | APPROVED:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AGENCY HEAD/AUTHORIZED SIGNATURE |
| FUNDS DEPOSITED WITH PS CHECK No. «fd-checkno»  IN THE AMOUNT OF: «fd-amountinwords» (P «fd-amount») ENCLOSED | | |