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| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Procurement Process Thru Shopping |
| **PERIOD:** | Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **No.** | **PR No.** | **PO No.** | **Office** | **PO Amount** | **Winning Supplier** | **Received DV from BAC Secretariat** | | **Submitted to Accounting Section** | | | **Processing Days** |
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| **Date** | **Time** | **Date** | **Time** | **Received By** |
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