LA SALLE UNIVERSITY OZAMIZ, INC.

CAPITAL EXPENDITURE REQUEST

Form: PR03-PO (2018)

F					- (====)
Department/Unit:	Installation	n/construction location:			
CAPEX Description:					
Date Required:	Type: □New □	Replacement Major Repairs	Funding:	g: □Internal □External	
A. Materials					
	Description of Material		Qty.	Unit Cost	Amount
Total materials					-
Comments on quality requir	ements and/or suppliers to choose	from.			
B. Labor / Installation	1 costs				
Please select one or a combination	:	□Interna	l □Externa		
1. As a percentage of materials		Percentage rate			
2. Daily labor rate	No. of workers:	Rate per person:	No. of day	/s:	
3. Other, please specify:				_	
	ion costs will be externally sourced, pl		al Labor/Ins	tallation costs	
Payment Request Form and atta	ach an approved copy of this requisition	on form.			
C. F I CAPET				-	
C. Total CAPEX costs	S Approved	l budget:		L	
- ··			1		
Requested by	Recommending Approval		Approved	Approved by	
		N	., .		Pag
Cianatan One Division	Signature Over Printed Name	Name: Benedicto P. Saligan		Name: Br. Jose Mari L. Jimenez FSC	
Signature Over Printed Name	Unit Head Purchasing Office (to be attached to PO	Title: VP for Finance	Title: Presi	uent	
r repare in aupitcate. Copy 1: P	urchasing Office (to be attached to PO	7). Copy 2: Kequisitioning Departme	m/UIIIt.		

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Instructions:

Date Prepared

- 1. Use this form for purchases of machinery, equipment, furniture & fixture, and constructions materials of self-constructed projects, with an aggregate estimated cost of more than ₱2,000.
- 2. Complete all applicable sections. If necessary, consult with the Purchasing Officer. If you have done an online research on the requested items, print out the necessary web pages and attach to the request form.
- 3. Verify that this order is being submitted in entirety and not split into multiple requisitions unless designated as a multi-phase project.
- 4. For items that require installation/set up, do not forget to include such costs. Use Section B.
- 5. Review compliance against Purchasing policies and procedures.
- 6. The Integrated School Principal must sign for all request from any departments/units in Basic Ed. The VC for Administration must sign for all other requests.
- 7. Retain a copy of approved PR03-PO and any supporting documents.
- 8. Submit all accompanying supporting documents with necessary signatures of approval to Purchasing Officer.