



DR. YANGA'S COLLEGES, INC.
GENERAL SERVICES OFFICE

PURCHASE REQUISITION FORM

Control No.: PR-20251104-0001

Date: Nov 5, 2025

From:

Date Required: Nov 27, 2025

Kindly put a check in the supplier category of your requisition. Strictly one (1) category per requisition form.

Supplier Category: ☒ Computer Equipment

Enumerate the specific item/s below. If possible, include preferred brand, specifications, and item description.

QUANTITY	PARTICULARS / ITEM DESCRIPTION / SPECIFICATIONS
5	Laptop

Purpose of Request: For stock

*Note: Purchase requisition form must be submitted minimum two (2) weeks prior to the date required otherwise request will not be processed. For urgent unplanned requirement use emergency purchase form (08).

Requested by:

(Regulating Personnel / OIC)

Recommending Approval by:

Checked / verified by:

Property Controller

Approved by:

President / EVP / GSO Director

MS. ELEANOR M. R. UTAY
COLLEGE FINANCE

MS. MILLENCIA POLICARDO
CME FINANCE

MS. CRISZA BERNARDO
BED FINANCE