

Title:

Sample Purchase Request of Hardware Supplies

Department:			PR.No. PR2018-HC5A35		Date: December 11, 2018
Section:			SAI.No.		Date:
			ALOBS No.		Date:
			Issuance		
QTY	Unit of Issue	Description	Stock No.	Estimate Unit Cost	Estimate Cost
Paper Materials & Products					
10	rim	a4 coupon bond		? 200.00	? 2000.00
2	piece	manila paper		? 100.00	? 200.00
Hardware Supplies					
10	box	nail		? 50.00	? 500.00
Purpose:	for work			Total	?
Requested by:			Approved by:		
Signature:					
Printed Name:	Denver B Arancillo		Jocelyn E. Serrano		
Designation	Student		College Dean		
BU-F-USO-06	Rev.No.0		Effective: January 3, 2011		