

PURCHASE REQUEST

**PURCHASE REQUEST**

**AYUNGON**

LGU

Department: MAO PR No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Section: \_\_\_\_\_ ALOBS No.: \_\_\_\_\_ Date: \_\_\_\_\_

Quantity	Unit of Issued	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
2	units	Core i5		45,000.00	90,000.00
1	pc.	Window office		2,000.00	2,000.00
2	pc.	Anti Virus		3,000.00	6,000.00
1	pc.	Charger (Laptop)		1,500.00	1,500.00
					99,500.00

*Sub Total* **99,500.00**

Purpose: For Office Equipment: at Mun. Agriculture office use, at Municipality of Ayungon, Neg. Or.

	Requested By:	Approved By:
Signature:		
Printed Name:	<b>MARY MARJORIE A. ELHAG</b>	<b>EMARIE F. AGUSTINO</b>
Designation:	MAO	Municipal Mayor