

**PURCHASE REQUEST**

CIVIL SERVICE COMMISSION  
(Agency)

Date: June 8, 2021

Quantity	Unit	Item Description	Stock No.	Estimated Unit Cost	Estimated Total Cost
5	pcs	Printer, Inkjet, Colored		3,000.00	15,000.00
2	pcs	Multi Function printer(black and white)		10,000.00	20,000.00
<b>TOTAL</b>					<b>35,000.00</b>

Purpose: IRMO use

Signature:	<i>Requested by:</i>	<i>Approved by:</i>
Printed Name:	RAMON JUN. D. ACLAN	<i>Noreen Boots Gocon-Gragasin</i> NOREEN BOOTS GOCON-GRAGASIN
Designation:	CHRS	Director III
Date:		

**REQUISITION AND ISSUE SLIP**

CIVIL SERVICE COMMISSION  
(Agency)

Division : RCAD	Responsibility Center	RIS No.
Office : IRMO		June 8, 2021

REQUISITION				Issuance
Stock No.	Unit	Description	Quantity	Remarks
5	pcs	Printer, Inkjet, Colored	3,000.00	
2	pcs	Multifunction printer(black and white)	10,000.00	

Purpose: IRMO use

Signature	<i>Requested by:</i>	<i>Approved by:</i>	<i>Issued by:</i>	<i>Received by:</i>
	Printed Name	RAMON JUN D. ACLAN		
Designation	CHRS	Director III		
Date				