

PURCHASE REQUEST

Entity Name: Presidential Communications Operations Office

Fund Cluster: 01

Office/Section:

Property & Supplies

PR No.

Responsibility Center Code: _____

Date :

[illegible]

Purpose:

For PCOO use due to Ncov/ Covid 19.

Signature :

Requested By:

(original signed)

Printed Name :

JOHN ROSE ODRUNIA

Designation :

Admin Assistant II

Approved by:

(original signed)

CLINTHON B. ULEP

Admin Officer V/ Supply Officer III**Certification as to Availability of Funds (CAF)****as of (date):**

Signature

(original signed)

Ma. Alma A. Francisco

Chief Administrative Officer (Budget Officer V)



PURCHASE ORDER

Presidential Communications Operations Office

Supplier : Singtern Pharmaceuticals Distributor	P. O. No. 2020-05-0050
Address : Woodrow Hills B8L8 El Toro Drive, Antipolo City	Date : May 5, 2020 <small>modified procurement</small>
TIN :	Mode of Procurement : <small>- emergency cases</small>

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : New Executive Bldg. San Miguel, Malacanang, Manila.	Delivery Term :
Date of Delivery :	Payment Term :

Stock No.	Unit	Description	QTY.	Unit Cost	Amount
		ALCOHOL Tech Specs: * Isopropyl / Ethyl * 70% Solution * 500 ml. x - nothing follows - x Ref: Purchase Request No. 2020-04-0321 dtd. April 30, 2020 re: Alcohol for PCOO use due to COVID 19. (Property and Supply Section)	580	188.00	109,040.00

(Total Amount in Words)	ONE HUNDRED NINE THOUSAND FORTY PESOS	Php	109,040.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: (original signed)	Very truly yours, (original signed)
Signature over Printed Name	ASEC. RYAN VINCENT L. UY Head of Procuring Entity
Date	

Fund Cluster:	ORS/BURS No:
Funds Available: (original signed)	Date of the ORS/BURS:
MA TERESA L. UBAS Chief Accountant	Amount :