

PURCHASE REQUEST (PR)

INSTRUCTIONS

- A. The PR is a form used by the Supply and/or Property Custodian for purchasing goods/supplies/property if the item/s requested is/are not available on stock. It shall be prepared by fund cluster.
- B. This form shall be accomplished as follows:
1. **Entity Name** – name of the agency/entity
 2. **Fund Cluster** – fund cluster name/code in accordance with UACS
 3. **Office/Section** – name of the requesting office/section
 4. **PR No./Date** – number assigned to the PR and date it was prepared. It shall be numbered as follows:

0000-00-0000				Serial number (one series for each year)
				Month
				Year
 5. **Responsibility Center Code** – the assigned code of the cost/responsibility center requesting the purchase of item/s
 6. **Stock/Property No.** – number assigned to the item being requested
 7. **Unit** – unit of measurement of goods/property requested (i.e. piece, roll, box, ream, etc.)
 8. **Item Description** – brief description of the supplies/goods/property being requested
 9. **Quantity** – quantity of supplies/goods/property requested to be purchased
 10. **Unit Cost** – estimated cost per unit of the supplies/goods/property being requested
 11. **Total Cost** – estimated total cost of the supplies/goods/property being requested (Quantity x Unit Cost)
 12. **Purpose** – a brief explanation of the purpose why the supplies/goods/property are being requested
 13. **Requested by** – signature, printed name and designation of the person requesting the purchase of the item/s
 14. **Approved by** – signature, printed name and designation of the person approving the purchase of the item/s
- C. Based on the approved PR, the Supply and/or Property Division/Unit shall process the procurement of the item/s requisitioned.
- D. The PR shall be prepared in three copies distributed as follows:
- | | | |
|-----------------|---|--|
| <i>Original</i> | – | Supply and/or Property Division/Unit for their appropriate action, later to be attached to the original DV for the payment of purchased item/s |
| <i>Copy 2</i> | – | Supply and/or Property Division/Unit File |
| <i>Copy 3</i> | – | Requisitioning Department/Office/Division File |