

PURCHASE REQUEST
MARIKINA POLYTECHNIC COLLEGE
 Agency

Department: _____	PR.No. _____	Date: _____
Section: _____	SAI No. _____	Date: _____
	OS No. _____	Date: _____

Quantity	Unit of Issue	ITEM DESCRIPTION DESCRIPTION	Stock No.	UNIT PRICE	TOTAL PRICE
GRAND TOTAL					

Purpose: _____

Signature: _____	Requested by: _____	Recommended by: _____	Approved by: _____
Printed Name: _____			
Designation: _____			
Date: _____			