



**CITY OF ILAGAN WATER DISTRICT ,CCC 090**

Maharlika Highway, Brgy. Osmeña, City of Ilagan Isabela

Telephone Nos. 624-2083\323-2310

E-mail Address: waterdistrict\_ilagan@yahoo.com

**PURCHASE REQUEST**

Division : **FINANCE & COMMERCIAL**

PR No. : **1220-008**

Date : **12/10/2020**

Unit/Dept: \_\_\_\_\_

SAI No. : \_\_\_\_\_

Date : \_\_\_\_\_

ITEM No.	DESCRIPTION	QTY.	UNIT	ESTIMATED UNIT COST	AMOUNT
1	Photo Copier Machine, 3 in 1	1	unit	63,000.00	63,000.00
<b>TOTAL AMOUNT:</b>					<b>63,000.00</b>
<b>PURPOSE :</b> For Xerox copy of reports and other documents.					
	Requested By :	Checked By :	Approved By :		
Signature					
Printed Name	<b>NORMA O. GARRIDO</b>	<b>MARIA ANA M. TORIBIO</b>	<b>SHERWIN B. QUIJANO</b>		
Designation	Corporate Budget Specialist A	Division Mngr. C - Finance & Commercial	General Manager C		
Date					