LA SALLE UNIVERSITY OZAMIZ, INC.

CAPITAL EXPENDITURE REQUEST

Date Prepared: Form: PR03-PO (2018)

Department/Unit:	Installation/construction location:	
CAPEX Description:		
Date Required:	Type: ☐New ☐Replacement ☐Major Repairs	Funding: ☐Internal ☐External

A. Materials

Description of Material	Qty.	Unit Cost	Amount
Total materials			-

Comments on quality requirements and/or suppliers to choose from.

B. Labor / Installation costs

Please select one or a combination:	☐Internal ☐External	Amount
1. As a percentage of materials	Percentage rate _____	
2. Daily labor rate	No. of workers: _____ Rate per person: _____ No. of days: _____	
3. Other, please specify : _____		
NOTE: If labor and/or installation costs will be externally sourced, please complete the Payment Request Form and attach an approved copy of this requisition form.	**Total Labor/Installation costs**	

C. Total CAPEX costs

Approved budget: _____

Noted by	Recommending approval		Approved by
Name:	Name:	Name: Benedicto P. Saligan	Name: Elsie L. Dajao, DA
Title:	Title: Principal / VC for Administration	Title: VP for Finance	Title: Chancellor

Prepare in duplicate. Copy 1: Purchasing Office (to be attached to PO). Copy 2: Requisitioning Department/Unit.

Instructions:

1. Use this form for purchases of machinery, equipment, furniture & fixture, and constructions materials of self-constructed projects, with an aggregate estimated cost of more than ₱50,000.
2. Complete all applicable sections. If necessary, consult with the Purchasing Officer. If you have done an online research on the requested items, print out the necessary web pages and attach to the request form.
3. Verify that this order is being submitted in entirety and not split into multiple requisitions unless designated as a multi-phase project.
4. For items that require installation/set up, do not forget to include such costs. Use Section B.
5. Review compliance against Purchasing policies and procedures.
6. The Integrated School Principal must sign for all request from any departments/units in Basic Ed. The VC for Administration must sign for all other requests.
7. Retain a copy of approved PR03-PO and any supporting documents.
8. Submit all accompanying supporting documents with necessary signatures of approval to Purchasing Officer.