# LA SALLE UNIVERSITY OZAMIZ, INC.

MATERIAL/SERVICE REQUISITION FORM

Date Prepared: Form: PR01-PO (2018)

| | | | |
|---|---|---|---|
| Department/Unit: | ☐Repairs ☐Office supplies ☐Lab supplies ☐Service ☐Books & periodicals ☐Other _____ | | |
| Purpose: | | | |
| Date Required: | Ship to: | | Fund name (if any): |

**(Date required must be a date. Do not use "ASAP" or "RUSH". Generally, allow at least two weeks purchasing lead time.)**

| Description of Material / Service | Budget Ref. | Qty. | Unit Cost | Amount |
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| **Totals** Within budget: | Outside budget: | | Grand total | - |

Comments on quality requirements

| Noted by | Recommending approval | | Approved by |
|---|---|---|---|
| Name: | Name: | Name: Rose Aimee Mangao | Name: Elsie L. Dajao, DA |
| Title: | Title: | Title: Controller | Title: Chancellor |

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


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