



UNIVERSITY OF THE PHILIPPINES

MANILA

Taft Avenue, Manila, Metro Manila, NCR
VAT Reg. TIN: 000-864-006-00005



OUR10016073

Purchase Request

Entity Name: **UP Manila** Fund Cluster: - PPMP No.:

Office/Section: **UPM Office of the University Registrar** PR No.: **11569 J. 08/24/2020** Date: **Aug 12, 2020**
 Responsibility Center Code: **MA03002001 --**

| Stock/Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|--------------------|------|--|----------|-----------|-------------------|
| | pc | Diploma with logo visible thru UV light as security feature, with gold stamping, water resistant and with jacket/diploma holder. | 685 | 350.00 | 239,750.00 |
| Grand Total | | | | | 239,750.00 |

Purpose: Diploma for Second Semester, AY 2019-2020 graduates.

Requested by: *[Signature]*
 Signature: _____
 Printed Name: **Ramos, Dr. Tristan Nathaniel Cruz**
 Designation: **University Registrar**

Approved by: *[Signature]*
 Signature: _____
 Printed Name: **Samaniego, Dr. Arlene Alcedo, MD**
 Designation: **Off. Cancellor for Administration**

SEP 8 2020

Certified that all items listed in Purchase Request No. **11569** were included in the **2020** Annual Procurement Plan submitted by UP Manila.
 Mode of Procurement **SMALL VALUE PROCUREMENT**
[Signature]
MELADILLA A. SANTIAGO, MPA
 Director, UPM-Procurement Office *[Date]*

BUDGET

Fund Source: **PR-4F-20-59**
 Approved: **₱239,750.-**
[Signature]
LOPEZ, C. SAQUID
 Chief Budget Officer, UPM
 Date: *[Date]*

Subject to actual collections of **REVOLVING** Funds.

Office of the Vice Chancellor for Administration
 Received by: *[Signature]*
 Date/Time: **AUG 27 2020**

[Signature]
 UPM - Procurement Office
RECEIVED
28 Aug 2020
 OFFICE AID (JO)