REQUISITION FORM (RF)  
INSTRUCTIONS

1. This form shall be accomplished as follows:
   1. **Office** – name of the requesting office *(i.e. VP for Academic Affairs)*
   2. **Date** – date it was prepared
   3. **Item No**. – number assigned to the item being requested *(i.e. 1, 2, 3 etc)*
   4. **Unit**– unit of measurement of goods/property requested *(i.e. piece, roll, box, ream, etc.)*
   5. **Item Description** – brief description of the supplies/goods/property being requested *(please attached photo/s of requested item/items)*
   6. **Quantity** – quantity of supplies/goods/property requested to be purchased
   7. **Unit Cost** – estimated cost per unit of the supplies/goods/property being requested
   8. **Total Cost** – estimated total cost of the supplies/goods/property being requested (Quantity x Unit Cost)
   9. **Purpose** – a brief explanation of the purpose why the supplies/goods/property are being requested
   10. **Requested by** – signature, printed name and designation of the person requesting the item/s
   11. **Recommending Approval** – Vice President of the requesting unit/section
   12. **Budget Availability** – Happy S. Pelayo, Finance Unit Head/Vice President for Administration)
2. Base on the approved RF, Mr. Darwin Nazal shall process the procurement of the item/s.
3. The RF shall be prepared in three copies.
4. Together with the RF is an attached approved Activity/Program Proposal