FEU-EAST ASIA COLLEGE
COLLEGE OF ENGINEERING • COLLEGE OF COMPUTER STUDIES

☐ Request for Purchase of Supplies
☐ Request for Purchase of Equipment
☐ Request for Purchase of Services

Requisition No. _____

For _____ Dept./Office _____

Suggested supplier Biz Asia

Date Needed

Description	Quantity	Unit Cost	Estimated Cost
Total			-

Appropriation Available Item _____ _____ Date Budget Section	Received	Received	
Requested by:	Approved by:	Ordered by:	P.O. No
Director	Treasurer	Purchasing Asssistant	