

AGENCY NAME	PHILIPPINE INSURANCE CORPORATION	AGENCY ACCOUNT CODE	X096
ADDRESS	10/F CITYSTATE CENTRE, 709 SHAW BLVD. BGY. ORANBO, PASIG CITY	AGENCY CONTROL No.	APR 2015- 023B
TEL. NOS.	6373158		10/01/2015
AGENCY PROCUREMENT REQUEST		PS APR No.	

AGENCY PROCUREMENT REQUEST

PS APR No.

To: THE PROCUREMENT SERVICE
DBM Compound, RR Road
Cristobal St., Paco, Manila

PLEASE INDICATE (X) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEMS LISTED BELOW

☐ Please issue common-use supplies/materials as indicated below

Mode of delivery: ☐ Pick-up (Fast Lane) ☐ Pick-up (Schedule) ☐ Scheduled Delivery on _____

In case fund is not sufficient: ☐ Reduce Quantity ☐ Charge to Unutilized Deposit, APR No.: _____ Date: _____

(* Please verify with PS-Accounting prior to your transaction date)

[illegible]

FOR THE LATEST PRICES AND DETAILED SPECIFICATIONS, PLEASE REFER TO THE ELECTRONIC CATALOGUE @ www.procurementservice.gov.ph/www.philgeps.gov.ph

For verification of balances, call PS-Acctg Division @ Tel. Nos. (02) 563-9351 or email us at accounting@procurementservice.gov.ph

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE
WITHIN APPROVED PROGRAM: ☒

FUND CERTIFIED AVAILABLE:

APPROVED:

ELY E. ROXAS

LILIA R. GARRIDO

CHERIE CARMEN B. DIVINA

AGENCY PROPERTY/SUPPLY OFFICER

GEORGE L. HERR ACCOUNTANT

AGENCY HEAD/AUTHORIZED SIGNATURE

☐ FUNDS DEPOSITED WITH PS&T [] SERVICE CHECK No.

IN THE AMOUNT OF: _____ (P _____) ENCLOSED

O.K. No.

Date:

Amount