Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE - Regional Depot
Province of Negros Occidental
Bacolod City

EMPLOYEE PURCHASE ORDER

Name: _____ Designation: _____
Office: _____ I.D. No. _____

Item No.	Articles and Specifications	Qty.	Unit	Unit Price	Total Amount	Remarks (for PS use)
	Total					

_____
Signature of Purchaser

CERTIFICATION

This is certify that the above purchaser is a bonafide employee of the

_____

_____
Administrative Officer