




UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 12

To: All project leaders, project staff, unit heads and administrative staff

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Date: July 31, 2015

Subject: Required information's in purchase orders to be charged to UPLBFI accounts

To expedite the processing of P.O's. Kindly include the following information and requirements:

1. Fund code
2. Name and position of requesting party (Project leader, etc.)
3. Notation of unit head (if charged to projects)
4. Approval of unit head (if charged to service account)
5. Canvass of prices of supplies and equipments (for government funded projects)

Kindly reproduce and use the attached template for purchase orders.

Thank you for your cooperation.

**UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.**

A.Aglibut Ave. (formerly Lanzones St.)

UPLB Campus, College, Laguna

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E-mail: uplbfoundation@uplbf.org

Tel./ Fax No.: (049) 536-6265

PURCHASE ORDER

NAME OF SUPPLIER _____

Date _____

ADDRESS _____

P.O. No. _____

SHIP/ DELIVER TO _____

Item No.	Quantity	DESCRIPTION	Unit Price	Total Amount (P)
			TOTAL	

Requested by: _____

Project Fund Code: _____

Service Account Code: _____

Name and Position

Certified Funds Available: _____

Noted/Approved: _____

Unit Head

APPROVED BY:

DR. CASIANO S. ABRIGO, JR.,

Executive Director