

PCO-JRF/07



Ateneo de Zamboanga University

Zamboanga City

Tel. No. (062) 991 - 0871

No.:
Date:

JOB REQUISITION FORM

TO: _____

(Name of Vendor)

JOB TO BE DONE

Please deliver to _____

For (Office/Unit/Dept.) _____

Details of job to be done	Estimated Cost

Ordered by:	Approved by:	Budget to be Charged	Noted By:	Funds Available Certified by
			Date:	Date:

File in Triplicate:

Requesting Office

Property Custodian's Office

Vendor

RECEIVED ABOVE ITEMS:

By: _____

Date: _____

NOTE TO VENDOR: This Job Requisition should not be honored unless Fund Available is certified by the Property Custodian. This copy of Job Requisition must be attached to your original copy of invoice when statement is presented to the Property Custodian for processing of payment.