



ADMINISTRATIVE DIVISION PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT

Availability of Service: Monday – Friday from 8:00 AM – 5:00 PM

Clientele: All branches and divisions of the National Tax Research Center as end-user

Classification: Simple

Type of Transaction: G2G-Government-to-Government

Required documents

(a) Purchase Request

How to Avail of the Service:

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION OF ACTIVITY	DIVISION/ PERSON IN-CHARGE	FEES	FORM/ DOCUMENT
1	Submits approved Purchase Request with complete specifications.	Receives Purchase Request for the approval of the Chief, Accounting Division	10 minutes	Staff, Accounting Division	None	Purchase Request
2		Certifies that funds are available for the procurement of specified items.	10 minutes	Chief, Accounting Division	None	
3		Forwards the Purchase Request to the approving officer for procurement.	10 minutes	Staff, Accounting Division	None	
4		Approves the Purchase Request	10 minutes	Administrative and Financial Branch (AFB) Proper	None	
5		Forwards the Purchase Request to the Administrative Division for purchase	10 minutes	Staff, AFB Proper		
6		Receives Approved Purchase Request and proceeds to procurement of requested supplies and equipment.	1 day	Administrative Division	None	Signed Purchase Request
			TOTAL : 1 Day and 50 minutes			
END OF TRANSACTION						

Approved :


MARLENE L. CALUBAG
 OIC - EXECUTIVE DIRECTOR