



# University of the Philippines



## SPCMIS

**Supplies, Procurement, and Campus Management  
Information System**



# Amendments of PPMP (With Previous Approval)



# SPCMIS User Manual

## *iProcurement*

Author: Julius Ermitanio & Michael Angelo Soliven  
Creation Date: 04 October 2013  
Last Updated: 05 November 2014  
Document Ref: SPCMIS User Manual – Amendment of PPMP (With Previous Approval)  
Version: 2.1

### **Approvals:**

Recommending Approval

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Approved

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## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
04 October 2013	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
11 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Major revision
27 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Minor revision
26 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Updated
05 November 2014	Julius Ermitanio & Michael Angelo Soliven	2.1	Updated

## 2. Description

<b>Script ID</b>	
<b>Script Name</b>	Amendment of PPMP (With Previous Approval)
<b>Information System</b>	Supplies, Property and Campus Management Information System
<b>Functional Domain</b>	iProcurement
<b>Purpose</b>	To amend an approved PPMP
<b>Data Requirement</b>	Approved PPMP
<b>Dependencies</b>	Approved PPMP
<b>Scenario</b>	After PPMPs are submitted and approved, originators are given a period to review, edit and resubmit their previously approved PPMPs
<b>Author</b>	Julius Ermitanio, Michael Angelo Soliven & Reah Mae Supnet

**UNIVERSITY OF THE PHILIPPINES**

Logged In As RMSUPNET

University Information System Home Page

**Main Menu**

Personalize

- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS
- iProcurement Super User, UPS
- Purchasing Super User, UPS
- System Administrator
- UP Employee Self Service
- UP ICS Self Service
- UP ITDC SPMS ICS Self Service
- Workflow Administrator
- XML Publisher Administrator

**Worklist**

Full List

From	Type	Subject	Sent
	Expenses Export	Expenses Export Rejections	19-Jun-2017

✓ **TIP Vacation Rules** - Redirect or auto-respond to notifications.  
 ✓ **TIP Worklist Access** - Specify which users can view and act upon your notifications.

**Step 1.** On Main Menu, select **iProcurement PPMP Requester, UPS**.

**NOTE:**

- Amending PPMP will be every quarter of the year. Amending PPMP is allowed in the system as long as Purchase Order is not yet submitted.
- Amendment** will be submitted for the PPMPs that have been already approved. This process will only be done if the requesting unit wants to amend (update or correct) the items and/or the quantity of the approved PPMPs before going through the procuring process.



**Step 2.** Select ***Request***.

Main Menu

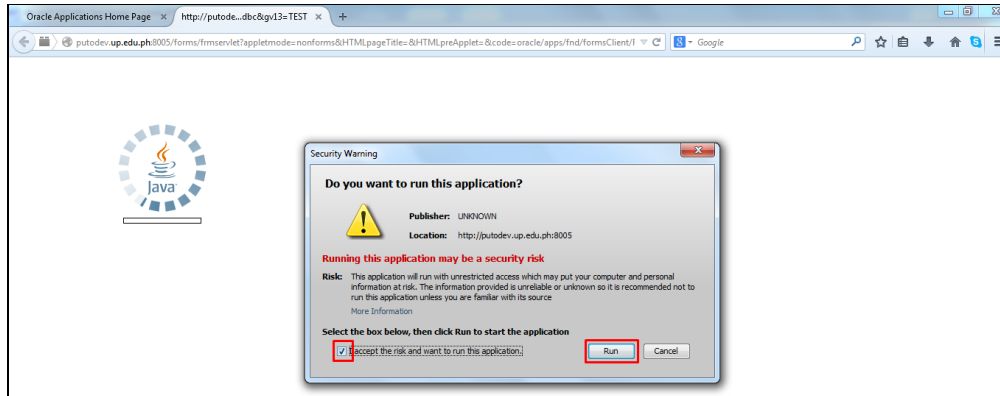
Personalize

- iProcurement PPMP Requester, UPS
  - iProcurement Home Page
  - Request**
  - Requisition and Issuance Slip
  - On-Hand Items
  - Print PPMP Common Use
  - Print PPMP Non-Common Use
  - Print Supplemental PPMP Common Use
  - Print Supplemental PPMP Non-Common Use
  - Reports

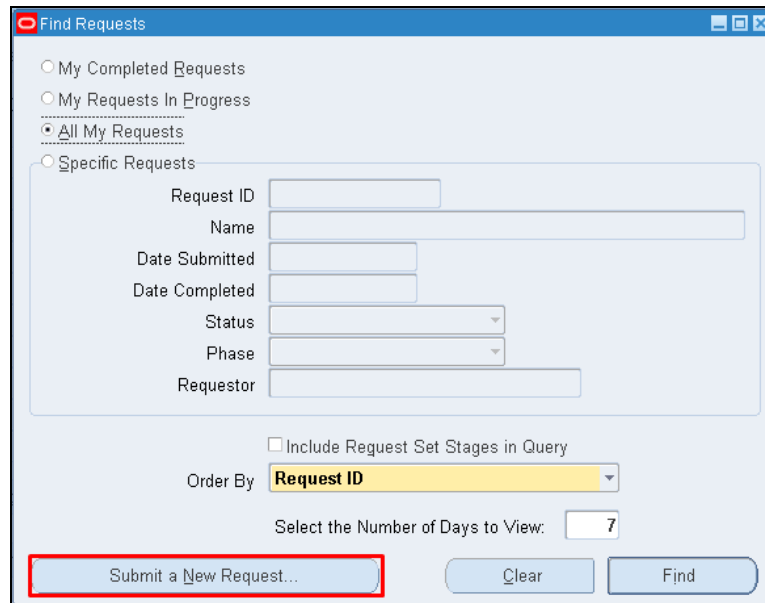
Worklist

Full List

From	Type	Subject	Sent
	Expenses Export	Expenses Export Rejections	19-Jun-2017
<div> <div>TIP</div> <div>Vacation Rules - Redirect or auto-respond to notifications.</div> </div>			
<div> <div>TIP</div> <div>Worklist Access - Specify which users can view and act upon your notifications.</div> </div>			



**Step 3.** Java Application form will prompt, click checkbox then click **Run**.



**Step 4.** Select **Submit a New Request**.



**Submit a New Request**

What type of request do you want to run?

☒ **Single Request**  
This allows you to submit an individual request.

☐ **Request Set**  
This allows you to submit a pre-defined set of requests.

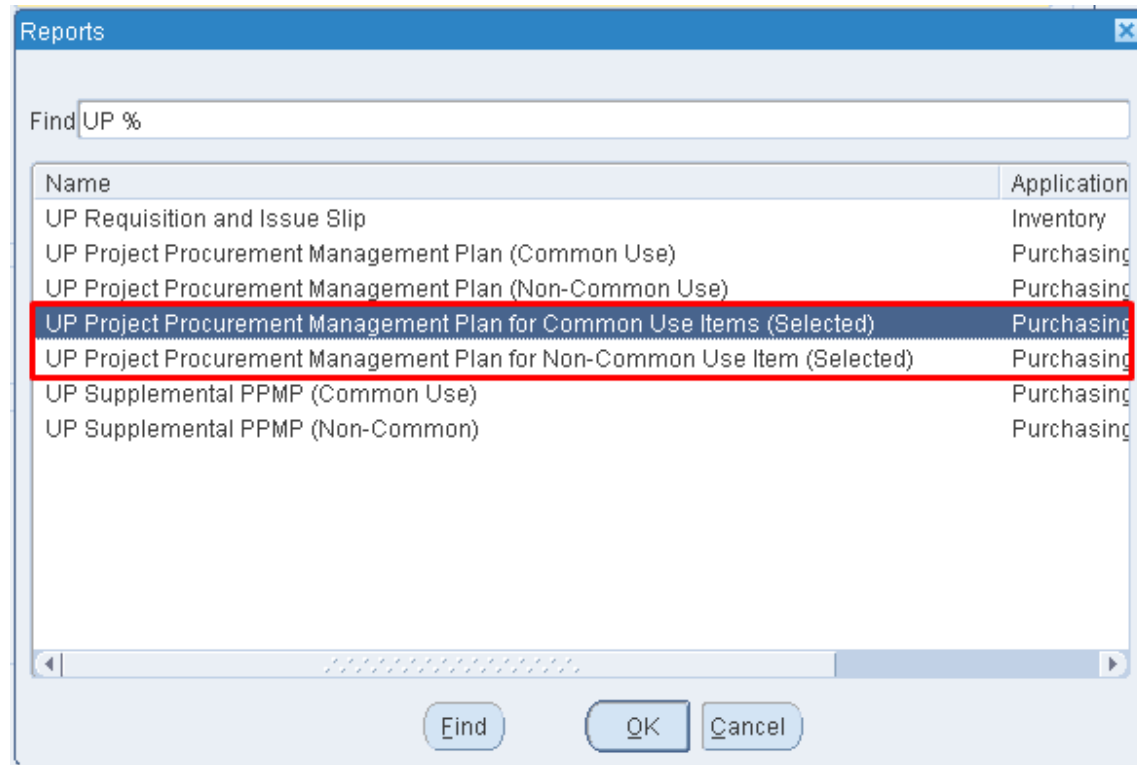
**OK** **Cancel**

**Step 5.** Select **Single Request** then click **Ok**.

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Run this Request...**
  - Name:** A text field with a yellow background and an ellipsis button (...) highlighted with a red box.
  - Operating Unit:** A text field.
  - Parameters:** A text field.
  - Language:** A text field.
  - Buttons:** 'Copy...', 'Language Settings...', and 'Debug Options'.
- At these Times...**
  - Run the Job:** A text field containing 'As Soon as Possible'.
  - Button:** 'Schedule...'.
- Upon Completion...**
  - Save all Output Files:** A checked checkbox.
  - Layout:** A text field.
  - Notify:** A text field.
  - Print to:** A text field.
  - Buttons:** 'Options...', 'Delivery Opts', 'Help (C)', 'Submit', and 'Cancel'.

**Step 6. Submit Request** window will appear. In **Name** field, click the ellipsis

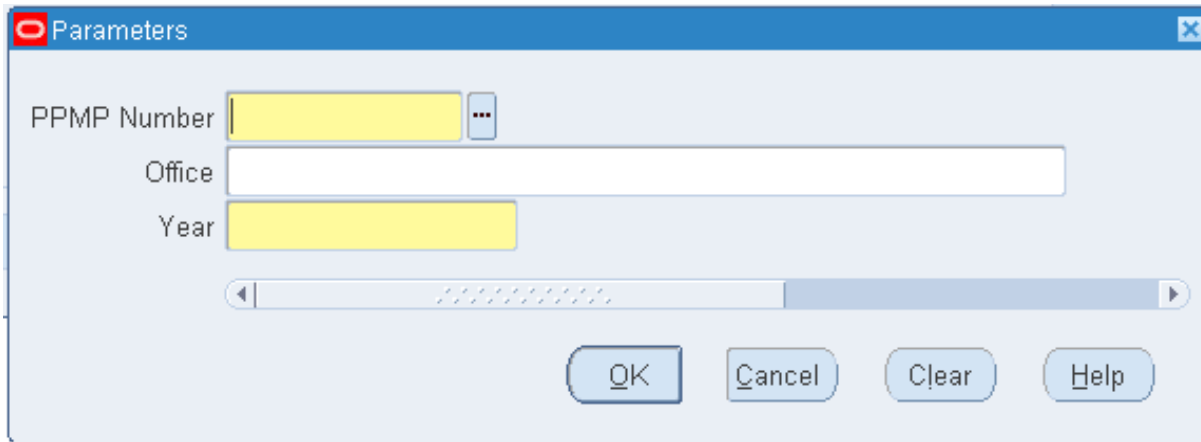


Enter ***UP Project Procurement Management Plan for Common Use Items (Selected)***

or

***UP Project Procurement Management Plan for Non Common Use Items (Selected)***

then click ***OK***



The image shows a Windows-style dialog box titled "Parameters". It contains three input fields: "PPMP Number" (a yellow field with a dropdown arrow), "Office" (a white field), and "Year" (a yellow field). Below these fields is a horizontal scrollbar. At the bottom of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

Enter all the required parameters; ***PPMP Number and Year.***

For ***Office***, this field is optional. You may enter your specific ***department, section or sub-unit***

Click ***OK*** button.

**Submit Request**

Run this Request...

Copy...

Name: UP Project Procurement Management Plan for Common Use Items (Selected) ...

Operating Unit:

Parameters:

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: UP PPMP for Common-Use Items (Selected)

Options...

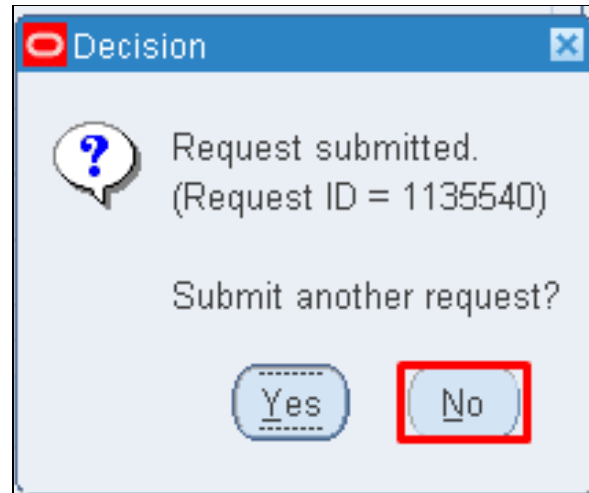
Notify:

Print to: noprint

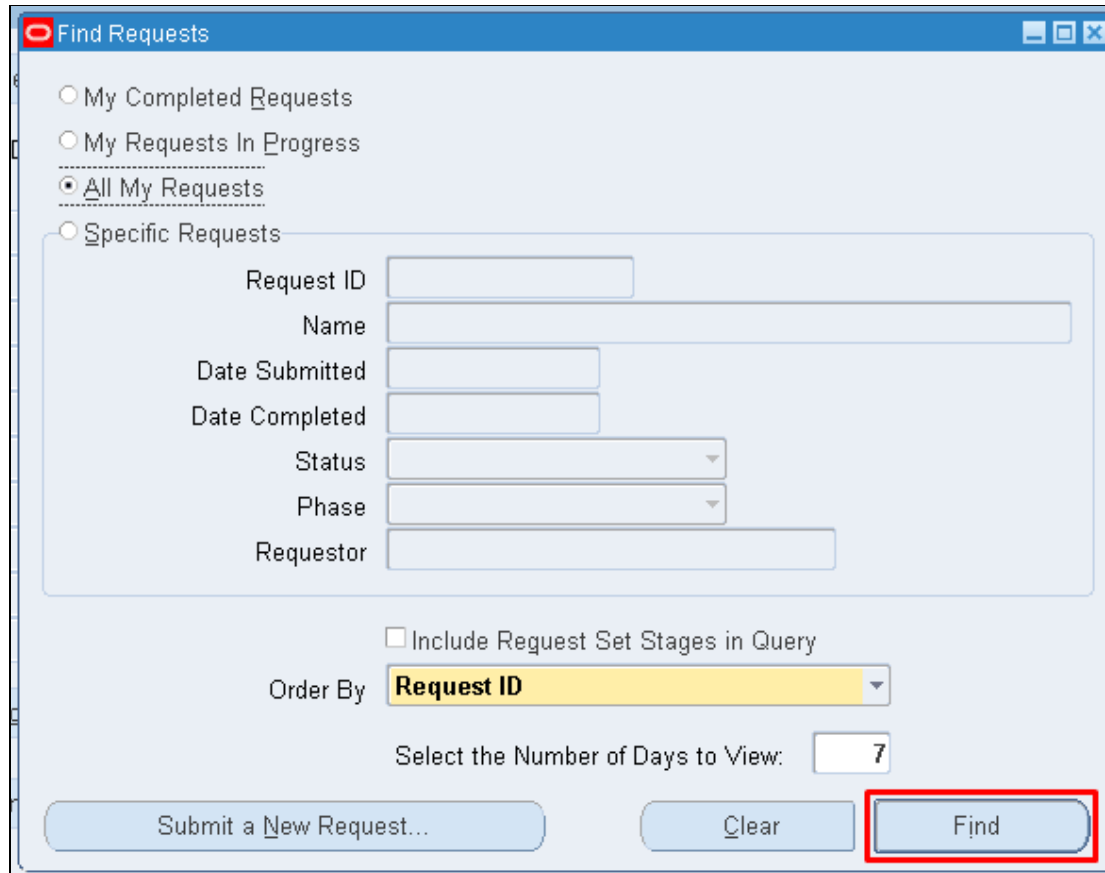
Delivery Opts

Help (C) Submit Cancel

**Step 7.** Click **Submit** button.



**Step 8.** Click **No** button.



The image shows a 'Find Requests' dialog box with a blue title bar. It contains four radio buttons for request filtering: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these, there is a group box for 'Specific Requests' containing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. Below the group box, there is a checkbox for 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom, there is a text label 'Select the Number of Days to View:' followed by a text input field containing the number '7'. At the very bottom, there are three buttons: 'Submit a New Request...', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangular border.

**Step 9.** Click ***Find*** button.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1415324	UP Project Procurement M		Completed	Normal	106, 2029, 100
1413407	UP Requisition and Issue S		Completed	Normal	107, 14027, 378, 2029
1413139	UP Project Procurement M		Completed	Normal	106, 2029, , 36276, , , 36307, .
1413137	UP Annual Procurement PI		Completed	Normal	106, 2029, 2016, Proj Proc Mg
1413119	UP Project Procurement M		Completed	Normal	106, 2029, , 36285, , , 36342, .
1413116	UP Project Procurement M		Completed	Normal	106, 2029, , 36285, , , 36342, .
1412985	UP Summary of Prorated It		Completed	Normal	106, 2019/01/01 00:00:00, 201
1412983	UP Summary of Prorated It		Completed	Error	106, 2019/01/01 00:00:00, 201
1412977	UP Summary of Prorated It		Completed	Normal	106, 2019/01/01 00:00:00, 201
1412976	UP Summary of Prorated It		Completed	Error	106, 2019/01/01 00:00:00, 201

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

**Step 10. Reports Window** will appear. Click **View Output** button.





**UNIVERSITY OF THE PHILIPPINES  
SYSTEM**

Diliman, Quezon City, Metro Manila, NCR  
TIN: 000-000-864-00006

Project Procurement Management Plan 2017  
Common-Use Items  
**UPS Office of Admissions**  
**Office of Admissions**

CODE	ITEM NO.	GENERAL DESCRIPTION	UOM	QUANTITY REQUIREMENT												UNIT PRICE	TOTAL PRICE
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
INFO COMM TECH EQPT																	
	UPS OUT-0111	Fax-copier printer	un				1								1	15,000.00	15,000.00
OFFICE EQUIPMENT																	
	UPS OUT-0211	Laminator	un				1								1	5,000.00	5,000.00
GRAND TOTAL: 0.00 + 20,000.00 = 20,000.00																	

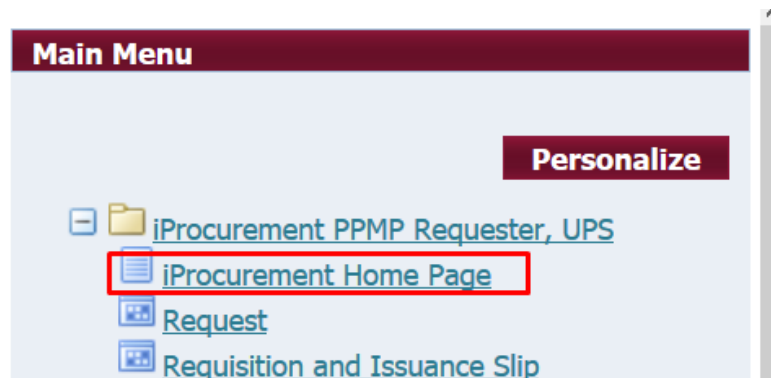
**Summary**

	1Q	2Q	3Q	4Q	Total
Fund - 101	0.00	20,000.00	0.00	0.00	20,000.00
<b>Total</b>	0.00	20,000.00	0.00	0.00	20,000.00

Submitted by: \_\_\_\_\_

Certified Appropriate Funds Available: \_\_\_\_\_

Approved by: \_\_\_\_\_



Download the generated PPMP and rename the file (**[Purpose of the PPMP]\_[version no].pdf**)

**Example: PPMP Common Use Items 1Q\_v1**

After identifying the requisition, go back to **Homepage**.

**Step 11.** Click **iProcurement Homepage** link.

**Step 12.** Click **Requisitions** tab.

Select	Requisition	Description	Total (PHP)	Creation Date	Status	Order
<input type="radio"/>	58	Test PR 12102014	312,000.00	10-Dec-2014 14:07:25	In Process	
<input type="radio"/>	57	Test Non Common	1,230,000.00	10-Dec-2014 09:17:31	Approved	42
<input type="radio"/>	56	Test Common Use	311.36	10-Dec-2014 09:10:06	Approved	41

**Step 13.** Click **Search** button.

Shop

Requisitions

Requisitions

Notifications

Approvals

Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

Views

Requisition Created By

Martillo, Mr. Wilfredo Dize

☐ Include people from all organizations

Requester

☐ Include people from all organizations

Requisition Created

Last 7 Days

Requisition Number

Order Number

Requisition Status

All Statuses

Requisition Description

Supplier

Go

Clear

Select Requisition	Description	Total (PHP)	Creation Date	Status	Order
No search conducted.					

**Requisition Search** will appear.

**Step 14.** Requisition Created  
**Any Time** link.

Requisition Created

Requisition Number

Order Number

Go

ct Requisition

Any Time

Any Time

Last 30 Days

Last 60 Days

Last 7 Days

Today

Requisition Created Any Time

Requisition Number 57

Order Number

**Step 15.** Enter the number from the downloaded requisition.


Shop Requisitions

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

**Requisitions Search**


Enter search criteria and press the Go button to find the requisitions. [Views](#)


Requisition Created By Martillo, Mr. Wilfredo Diaz 

☐ Include people from all organizations

Requisition Created Any Time

Requisition Number 57


Order Number 

Requester 

☐ Include people from all organizations

Requisition Status All Statuses

Requisition Description

Supplier 

**Go** **Clear**

Select Requisition	Description	Total (PHP)	Creation Date	Status	Order
No search conducted.					

**Step 16.** Click **Go**

Shop | Requisitions

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions. Views

Requisition Created By: Martillo, Mr. Wilfredo Diaz Include people from all organizations

Requester: Include people from all organizations

Requisition Created: Any Time

Requisition Status: All Statuses

Requisition Number: 57

Requisition Description:

Order Number:

Supplier:

Go Clear

Select requisition: Copy To Cart Cancel Requisition **Change**

Select	Requisition	Description	Total (PHP)	Creation Date	Status	Order
<input checked="" type="radio"/>	57	Test Non Common	1,230,000.00	10-Dec-2014 09:17:31	Approved	

**Step 17.** Select the requisition then click **Change**. The status of the **Requisition MUST be APPROVED** and WITHOUT PO No., otherwise, amendment is prohibited.

Shop | Requisitions

**Warning**

Please note the following:

If you continue, the requisition will be removed from the approval or order creation process so that you can make changes. Once you complete the checkout for the requisition, it is resubmitted for approval.

Your cart currently contains items. If you continue, your existing cart will be saved and available from the Requisitions tab.

Would you like to continue?

No Yes

**Step 18.** Warning window will appear stating that the PPMP will be removed from the approval process. Click **Yes**

Shop Requisitions

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (PHP)	Delete
1	Continuous Form, Carbonless, 3 Ply, 280 X 378Mm		box	20	778.8 PHP	15,576.00	
2	Continuous Form, 1 Ply, 280 X 241Mm		box	40	555.86 PHP	22,234.40	
3	Continuous Form, 1 Ply, 280 X 378Mm		box	20	841.78 PHP	16,835.60	
4	Continuous Form, Carbonless, 2 Ply, 280 X 241Mm		box	50	622.13 PHP	31,106.50	
Total						85,752.50	

✓ TIP Purchase Order number will be assigned after completing checkout.

Return to Shopping

Save Checkout

**Step 19.** To add new items, update the quantity or remove approved items

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (PHP)	Delete
1	Continuous Form, Carbonless, 3 Ply, 280 X 378Mm		box	20	778.8 PHP	15,576.00	
2	Continuous Form, 1 Ply, 280 X 241Mm		box	40	555.86 PHP	22,234.40	
3	Continuous Form, 1 Ply, 280 X 378Mm		box	20	841.78 PHP	16,835.60	
4	Continuous Form, Carbonless, 2 Ply, 280 X 241Mm		box	50	622.13 PHP	31,106.50	
Total						85,752.50	

**Step 20.** Click the **Checkout** button.

\* Purpose (Amendment) PPMP Common Use-Items (Jan 20:

**Step 21.** Add **”(Amendment)”** in the Purpose or Requisition Description of the PPMP. Follow the guide below: **(Amendment) Purpose of PPMP**

**Example: (Amendment) PPMP Common Use Items (Jan 2017) – Office of the President**

Cancel Save Submit Edit Lines Step 1 of 3 **Next**

\* Purpose Common Use Items (Jan 2014) – Office of the President

\* Requisition Type Proj Proc Mgmt Plan  
Project Procurement Plan (PPMP)

\* Item Category Common-use Items (PS-DBM)  
Common-use Items (PS-DBM)

Mode of Procurement

\* Source of Fund 101  
General Fund

\* Responsibility Center BA03011001  
UPB Accounting Office

\* Special Project Code -  
Unspecified

Start of Bidding Process

Start Date of Bidding Process

\* Requires Review of Specifications No  
No

**Step 22.** Click **Next** button.

Checkout: Approvals and Notes  
Your requisition will be sent to the following list of approvers.

Save Submit Back Step 2 of 3 **Next**

**Approvals**

UPS\_SA01005001\_1L → UPS\_1L\_TW/G → UPS\_SA01005001\_1L\_1 → UPS\_2L\_1 → UPS\_4L\_1

**Notes**

Justification

Note To Buyer

**Checkout: Approvals and Notes** page will appear.

**Notes**

Justification Revision of Quantity of the selected items

Note To Buyer Revision of Quantity of the selected items

**Step 23.** Enter **note** in the **Justification** and **Note to Buyer** field in the **Notes** panel.  
**Example:** “Revision of Quantity of the selected items”, “Removal of Item/s”, or “New item/s included”

Requisition Information
Approvals

**Checkout: Approvals and Notes**

Your requisition will be sent to the following list of approvers.

**Approvals**

UPS SA01005001 1L

UPS 1L TWG

UPS SA01005001 1L 1

UPS 2L 1

UPS 4L 1

**Notes**

Justification

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated
No results found.					

**Step 24.** Click **Add Attachment** button.

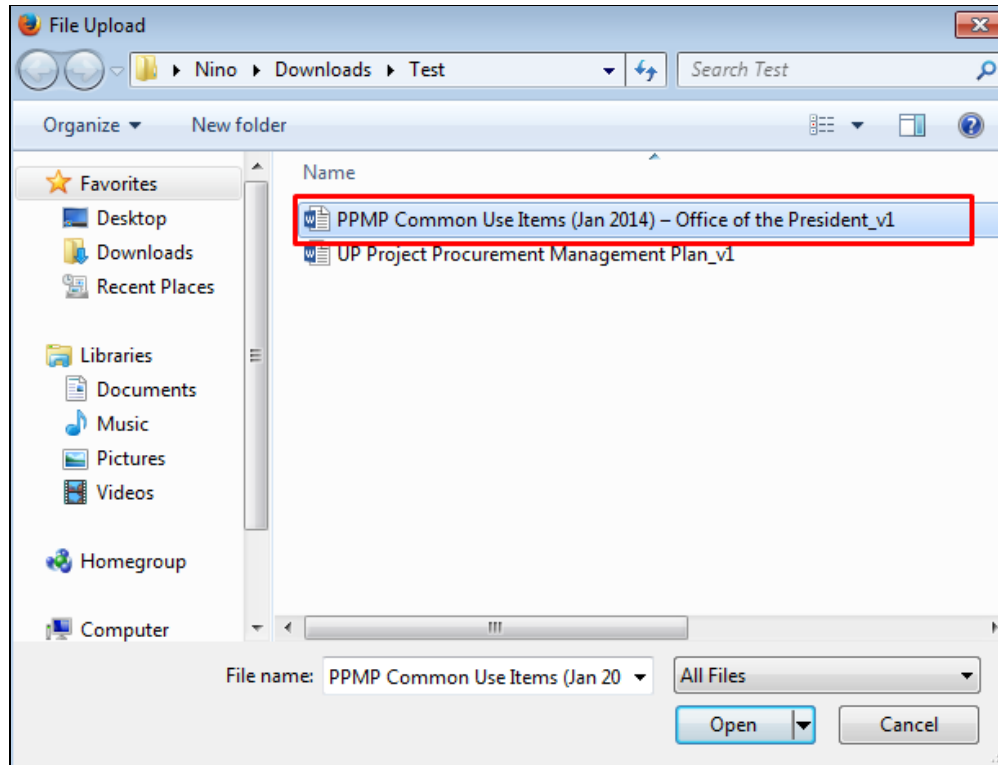


The screenshot shows the 'Add Attachment' window. At the top, there is a title bar 'Add Attachment'. Below it, there is a dropdown menu labeled 'Add' with the selected option 'Desktop File/ Text/ URL'. The window is divided into two main sections. The first section, 'Attachment Summary Information', contains fields for 'Title', 'Description', and 'Category'. The 'Category' dropdown is set to 'Internal to Requisition'. The second section, 'Define Attachment', contains a 'Type' section with three radio buttons: 'File' (selected), 'URL', and 'Text'. To the right of the 'File' radio button is a 'Browse...' button and the text 'No file selected.'. Below the 'Type' section are two large text input areas for 'URL' and 'Text'.

**Add Attachment** window will appear.

This screenshot is a closer view of the 'Define Attachment' section from the previous image. The 'Type' section shows the 'File' radio button selected. The 'Browse...' button is highlighted with a red rectangular box. To the right of the button is the text 'No file selected.'. Below the 'Type' section are two large text input areas for 'URL' and 'Text'.

**Step 25.** Click **Browse** button.



Locate and upload the previous version of the PPMP of the unit.

The screenshot shows the 'Add Attachment' form. At the top, there are buttons for 'Cancel', 'Add Another', and 'Apply'. Below these is a dropdown menu for 'Add' with options 'Desktop File/ Text/ URL'. The form is divided into two main sections: 'Attachment Summary Information' and 'Define Attachment'. The 'Attachment Summary Information' section contains fields for 'Title', 'Description', and 'Category' (set to 'Internal to Requisition'). The 'Define Attachment' section has radio buttons for 'File' (selected), 'URL', and 'Text'. Next to the 'File' radio button is a 'Browse...' button and the text 'UP Project Procurement Management Plan\_v1.docx', which is enclosed in a red rectangular box.

File will be uploaded.

This screenshot shows the same 'Add Attachment' form as the previous one, but with a different file name: 'PPMP Common Use Items (Jan 2014) - Office of the President\_v1.docx'. In this version, the 'Apply' button at the top right is highlighted with a red rectangular box.

**Step 26.** Click **Apply** button.

Checkout: Approvals and Notes  
Your requisition will be sent to the following list of approvers.

Save Submit Back Step 2 of 3 Next

**Approvals**

UPS SA01005001 1L → UPS 1L TWG → UPS SA01005001 1L 1 → UPS 2L 1 → UPS 4L 1

**Notes**

Justification

Note To Buyer

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">PPMP Common Use Items (Jan 2014) – Office of the President_v1.docx</a>	File		Internal to Requisition	WDMARTILLO	06-Jan-2015	One-Time			
<a href="#">UP Project Procurement Management Plan_v1.docx</a>	File		Internal to Requisition	WDMARTILLO	06-Jan-2015	One-Time			

Uploaded previous PPMPs will be listed below the **Attachments** panel.

Checkout: Approvals and Notes  
Your requisition will be sent to the following list of approvers.

Save **Submit** Back Step 2 of 3 Next

**Approvals**

UPS SA01005001 1L → UPS 1L TWG → UPS SA01005001 1L 1 → UPS 2L 1 → UPS 4L 1

**Notes**

Justification

Note To Buyer

**Attachments**

Add Attachment...

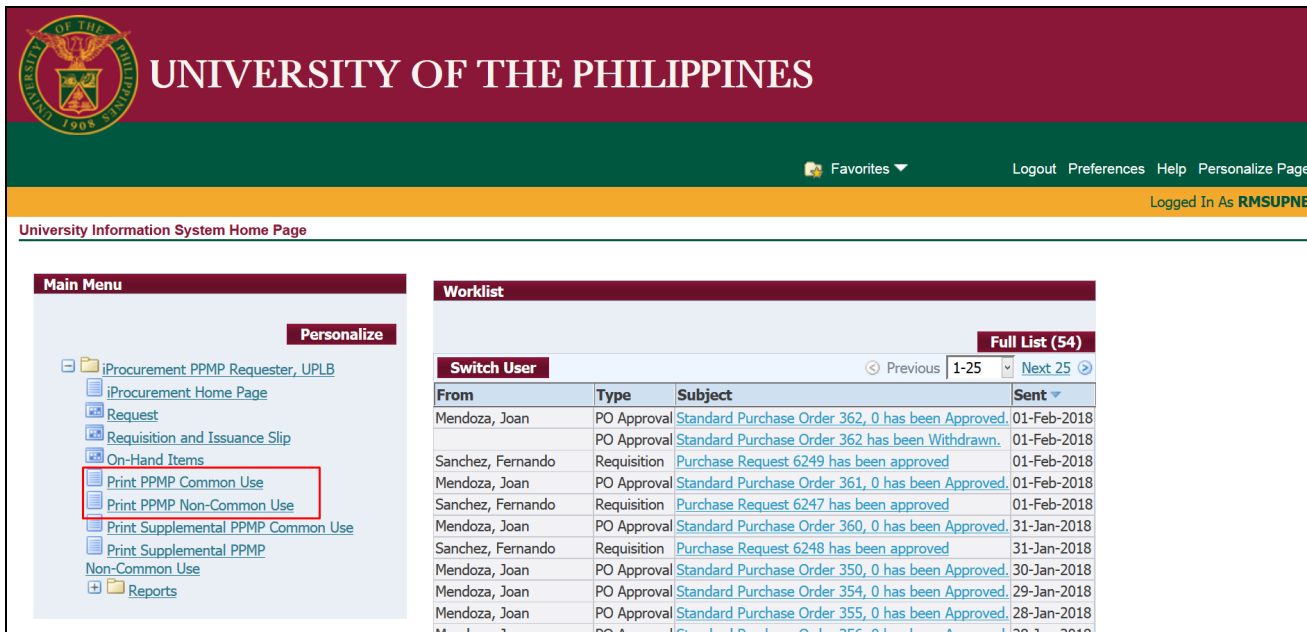
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">PPMP Common Use Items (Jan 2014) – Office of the President_v1.docx</a>	File		Internal to Requisition	WDMARTILLO	06-Jan-2015	One-Time			
<a href="#">UP Project Procurement Management Plan_v1.docx</a>	File		Internal to Requisition	WDMARTILLO	06-Jan-2015	One-Time			

**Step 27.** Click **Submit** button.

 **Confirmation**  
**Requisition 44** has been submitted to Jacinto, Ma. Nanette for approval.  
 To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Confirmation page will appear.

## Generate the Amended PPMP



**University of the Philippines**

Logged In As **RMSUPNET**

**Main Menu**

- iProcurement PPMP Requester, UPLB
  - iProcurement Home Page
  - Request
  - Requisition and Issuance Slip
  - On-Hand Items
  - Print PPMP Common Use**
  - Print PPMP Non-Common Use
  - Print Supplemental PPMP Common Use
  - Print Supplemental PPMP Non-Common Use
  - Reports

**Worklist**

Full List (54)

From	Type	Subject	Sent
Mendoza, Joan	PO Approval	Standard Purchase Order 362, 0 has been Approved.	01-Feb-2018
Mendoza, Joan	PO Approval	Standard Purchase Order 362 has been Withdrawn.	01-Feb-2018
Sanchez, Fernando	Requisition	Purchase Request 6249 has been approved	01-Feb-2018
Mendoza, Joan	PO Approval	Standard Purchase Order 361, 0 has been Approved.	01-Feb-2018
Sanchez, Fernando	Requisition	Purchase Request 6247 has been approved	01-Feb-2018
Mendoza, Joan	PO Approval	Standard Purchase Order 360, 0 has been Approved.	31-Jan-2018
Sanchez, Fernando	Requisition	Purchase Request 6248 has been approved	31-Jan-2018
Mendoza, Joan	PO Approval	Standard Purchase Order 350, 0 has been Approved.	30-Jan-2018
Mendoza, Joan	PO Approval	Standard Purchase Order 354, 0 has been Approved.	29-Jan-2018
Mendoza, Joan	PO Approval	Standard Purchase Order 355, 0 has been Approved.	28-Jan-2018

**Step 28.** In the iProcurement homepage, choose **iProcurement PPMP Requester, <CU>**

Then click **Print PPMP Common Use** or **Print PPMP Non Common Use**

**Schedule Request: Parameters**

\* Indicates required field

Program Name UP Project Procurement Management Plan (Common Use)

Request Name

\* Year

Submitted By

Position

Certified Fund Availability

Position

Approved By

Position

Cancel Submit Step 1 of 3 Next

**Step 29.** Enter all the required and necessary parameters

then click **Submit**

**Schedule Request: Review**

Cancel Back Step 3 of 3 Submit

**Name**

Concurrent Program Name UP Project Procurement Management Plan (Common Use)

Request Name

Operating Unit

Language Settings

Language Territory Numeric Character

American English United States, ,

**Parameters**

Year 2018

Submitted By

Position

Certified Fund Availability

Position

Approved By

Position

**Layout**

Layout Settings

For Language Template Name Language Output Format

American English RTF\_PPMP English PDF

**Step 30.** click **Submit** again

**Information**

Your request for UP Project Procurement Management Plan (Common Use) has been scheduled.  
The Request ID is 4105789

OK

**Step 30.** A **Confirmation** will appear that shows the **Request ID**

then click **OK**.

Requests

View

Last 24 hours

Go

Search

Submit Request

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4105789	UP Project Procurement Management Plan (Common Use)	Completed	Normal	01-Feb-2018 10:45:05			

**Step 31.** **Request** window will appear.

Click **Refresh** button until the **Phase** becomes **Completed** and the **Status** becomes **Normal**.

Click ( ) **Output** icon to view the report.

CODE		ITEM NO.	GENERAL DESCRIPTION	UOM	QUANTITY REQUIREMENT												UNIT PRICE	TOTAL PRICE	
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																			
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																			
<b>INFO COMM TECH EQPT</b>																			
	UPS OUT-0111	Fax-copier printer	un				1										1	15,000.00	15,000.00
<b>OFFICE EQUIPMENT</b>																			
	UPS OUT-0211	Laminator	un				1										1	5,000.00	5,000.00
<b>GRAND TOTAL: 0.00 + 20,000.00 = 20,000.00</b>																			
<b>Summary</b>																			
		1Q		2Q		3Q		4Q		Total									
Fund - 101		0.00		20,000.00		0.00		0.00		20,000.00									
<b>Total</b>		0.00		20,000.00		0.00		0.00		20,000.00									
Submitted by:				Certified Appropriate Funds Available:								Approved by:							
_____				_____								_____							

**Result Information:****Expected Results:**

Amended PPMP for Common Use/Non Common Use Items.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interfaces