



De La Salle University

BOOKSTORE REQUISITION SLIP

Date: _____

Contact Information		Delivery Information	
Department		Building	
Contact Person		Floor/ Room No.	
E-mail		Contact Person	
Local No./ Mobile		Date needed	

Quantity	Unit of Measure	Item Description <small>(Please specify complete item details)</small>	Unit Cost <small>(At the time of purchase)</small>	Total Amount	NBS DR Number <small>(To be filled out by NBS)</small>

REQUESTING PARTY	APPROVAL
_____ Signature over printed name / Date	_____ Signature over printed name / Date (Unit Head)

PROCEDURE IN REQUESTING BOOKSTORE REQUISITION SLIP

Step by Step Procedure in using Bookstore Requisition Slip:

1. Download the Bookstore Requisition Slip (BRS) from below link:
<https://www.dlsu.edu.ph/wp-content/uploads/pdf/vcadmin/book-requisition-form.pdf>
2. List down all the items to be purchased with its corresponding quantity, then print
3. Get approval from the Unit Head
4. Submit the approved BRS to National Bookstore on Campus
5. Claim the items from National Bookstore on Campus
6. National Bookstore will issue to the concerned office the following documents:
 - 6.1 Official National Bookstore Requisition Slip
 - 6.2 Sales Invoice (SI)
 - 6.3 Delivery Receipt (DR)
7. Office Staff will prepare Payment Requisition Slip and secure approval from the Unit Head
8. Office Staff will submit the approved PRS together with a copy of SI and DR to National Bookstore on Campus **within 3 days after receipt of billing.**
9. National Bookstore Staff will submit the PRS and billing to Finance and Accounting Office (FAO)
10. FAO will process and issue the check payment to National Bookstore, Inc.