



PURCHASE REQUEST

Dept./Office: **DGE**PR #: **GF-2021-07-00452**Date: **10-14-2021**Section/End-User: **Haide B. Cuevas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE-2021**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|--|--------|-----|-----------|---------|------------|
| 1 | Alcohol, Isopropyl, 70% solution, 500mL | btls | 10 | 140.00 | | 1,400.00 |
| 2 | Bathroom Deodorizer, with holder, at least 100g, any scent | pcs | 5 | 60.00 | | 300.00 |
| 3 | Folder, Pressboard, US, Yellow, Long | pieces | 50 | 30.00 | | 1,500.00 |
| 4 | Multi-Purpose Glue, 130 g | btl | 5 | 60.00 | | 300.00 |
| 5 | Pen, Sign, .5mm, Gel-type, Black | piece | 12 | 35.00 | | 420.00 |
| 6 | Pen, Sign, .5mm, Gel-type, Blue | piece | 12 | 35.00 | | 420.00 |
| 7 | Pen, Sign, .5mm, Gel-type, Red | piece | 12 | 35.00 | | 420.00 |
| 8 | Soap, Dishwashing, Liquid, 250mL | btls | 3 | 150.00 | | 450.00 |
| 9 | Soap, hand, liquid, 250 ml | btls | 1 | 90.00 | | 90.00 |

Specification:

- pump type

| | | | | | | |
|--------------|--|--------|---|--------|--|-----------------|
| 10 | Soap, Toilet , guest size | pieces | 5 | 15.00 | | 75.00 |
| 11 | Sticky Note, 2 x 3, Yellow | pads | 5 | 79.00 | | 395.00 |
| 12 | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 1 | 204.00 | | 204.00 |
| 13 | Toilet Bowl Cleaner, at least 1 gallon | gal | 1 | 370.00 | | 370.00 |
| 14 | Toilet Brush with Holder | set | 3 | 180.00 | | 540.00 |
| TOTAL | | | | | | 6,884.00 |

Purpose: For instructional and administrative use

Checked by:

[Signature]
ALICIA M. FLORES
DOREEN B. ALBA

Funds Available:

[Signature]
ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

| | | | |
|---------------|------------------------|---------------------------|-------------------------|
| Signature: | Requested by: | Noted by: | Approved by: |
| Printed Name: | HAIDE B. CUEVAS | JANNET C. BENCURE | EDGARDO E. TULIN |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |