



PURCHASE REQUEST

Dept./Office: **DAEE**PR #: **GF-2021-09-00804**Date: **09-08-2021**Section/End-User: **Milagros C. Bales**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT55- DAEE Green**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
3	Columnar Pad, 8 columns (11 x 14)	pcs	24	56.00		1,344.00
4	Note Pad, 3" x 3", post-it, assorted colors	pads	2	35.00		70.00
5	Notebook, Spiral 60 leaves	pcs	24	23.00		552.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
7	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
8	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
9	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
10	Pen, Ball, blue	pieces	24	10.00		240.00
11	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
TOTAL						8,296.00

Purpose: for the project office supply

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: MILAGROS C. BALES END USER	Noted by: MILAGROS C. BALES UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU