



PURCHASE REQUEST

Dept./Office: **ODPIDM**PR #: **GF-2021-12-01635**Date: **12-13-2021**Section/End-User: **Adriel Efraim V. Cunanan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODPIDM - 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00		2,860.00
2	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	5	140.00		700.00
3	Paper, Bond, A3, S-24, 80 gsm	reams	10	580.00		5,800.00
Specification: bright white, high premium quality						
4	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
TOTAL						9,710.00

Purpose: supplies

Checked by:

ALICIA M. FLORES

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ADRIEL EFRAIM V. CUNANAN

END USER

Noted by:

MARCELO T. ABRERA JR.

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU