



PURCHASE REQUEST

Dept./Office: **DCST**PR #: **GF-2021-06-00328**Date: **06-11-2021**Section/End-User: **Magdalene C. Unajan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DCST-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
2	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
5	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00
7	Note Pad, 4" x 5", post-it, assorted colors	pads	3	40.00		120.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
9	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
10	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
11	Paper, Mimeo, WW, Long, S-18	reams	5	218.00		1,090.00
12	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
13	Pen, Highlighter, violet	pieces	2	47.00		94.00
14	Pen, Highlighter, yellow	pieces	5	45.00		225.00
15	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
16	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
17	Soap, Dishwashing, Liquid, 250mL	btls	8	150.00		1,200.00
18	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
19	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
	TOTAL					31,774.00

Purpose: Office supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MAGDALENE C. UNAJOAN	Noted by: MAGDALENE C. UNAJOAN	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU