



PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **TF-2021-07-00446**Date: **07-21-2021**Section/End-User: **Lucenita S. Estoy**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **TRUST 20201050 - 10.114**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
2	Apron, Plastic, for Adult	pc	2	120.00		240.00
3	Clear Plastic Wrap 100 square feet, 30M×30cm	rolls	1	100.00		100.00
Specification:						



4	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	3	290.00	870.00
5	Packaging Materials	box	2	450.00	900.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00	1,265.00
7	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00	700.00
8	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00	105.00
9	Transparent Ziplock Bags (14 x 20cm)	bags	50	150.00	7,500.00
TOTAL					13,480.00

Purpose: for analysis and storage of processed products

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

NICK FREDDY R. BELLO

(OIC) HEAD, ACCOUNTING OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LUCENITA S. ESTOY	DANIEL LESLIE S. TAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU