



PURCHASE REQUEST

Dept./Office: **RAO**PR #: **GF-2021-09-01089**Date: **09-22-2021**Section/End-User: **Maria Roberta S. Miraflor**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHRA-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
3	Cartolina, US, Blue, at least 160gsm	pcs	5	14.00		70.00
4	Cleaner, Glass, 500mL, spray type, any scent	btls	3	198.00		594.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
7	Correction Tape, 10 meters	pcs	5	32.00		160.00
8	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
9	Folder, Pressboard, US, Long, Pink/Maroon	piece	50	30.00		1,500.00

Specification:

10	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	1	78.00		78.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00		2,925.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
13	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
14	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
15	Paper, Towel, Interfolded, 1 ply, 175 pulls	pack	6	75.00		450.00
16	Ring Binder, plastic, 25mm, 1" black	pieces	3	30.00		90.00
17	Ring Binder, plastic, 12mm, 1/2" black	pieces	3	12.00		36.00
18	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
19	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
20	Tape, Masking, 3" x 25 yards	rolls	4	143.00		572.00

21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	612.00
TOTAL					25,017.00

Purpose: Office Use

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 MARIA ROBERTA S. MIRAFLOR	 MARIA ROBERTA S. MIRAFLOR	 EDGARDO E. TULIN
Printed Name:	MARIA ROBERTA S. MIRAFLOR	MARIA ROBERTA S. MIRAFLOR	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU ^{9/24}