

SCAN HERE



PR-2023-0906-143497

## PURCHASE REQUEST

Project Title/Code: 2024-DEPO

|    |                                          |                |   |        |        |
|----|------------------------------------------|----------------|---|--------|--------|
| 14 | Pencil, #2, Medium, Yellow,<br>12pcs/box | Box<br>of 12's | 5 | 120.00 | 600.00 |
|----|------------------------------------------|----------------|---|--------|--------|

?Packaging Size: 12 pencils per box

|    |                                        |        |    |        |  |          |
|----|----------------------------------------|--------|----|--------|--|----------|
| 15 | Puncher, Heavy Duty                    | pieces | 1  | 450.00 |  | 450.00   |
| 16 | Ready-Made Curtain (RMC), Maroon Color | pc     | 13 | 450.00 |  | 5,850.00 |

Specification:

- Dimension: 60"x84"
- Color: Maroon (NOT Red)
- Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through
- Design: Plain, most importantly -- NO Flowers and Lace

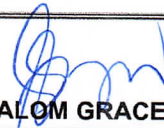
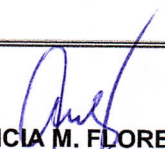
|    |                                                               |      |    |          |  |          |
|----|---------------------------------------------------------------|------|----|----------|--|----------|
| 17 | Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack) | pack | 10 | 85.00    |  | 850.00   |
| 18 | Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black           | pcs  | 1  | 1,500.00 |  | 1,500.00 |

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

|       |                                    |      |   |        |  |           |
|-------|------------------------------------|------|---|--------|--|-----------|
| 19    | Sticky Note, 2 x 3, Yellow         | pads | 4 | 79.00  |  | 316.00    |
| 20    | Sticky Note, 3 x 3, Yellow         | pads | 3 | 84.00  |  | 252.00    |
| 21    | Transparency Film, A4, 100pcs/pack | pack | 5 | 372.00 |  | 1,860.00  |
| TOTAL |                                    |      |   |        |  | 33,978.00 |

Purpose: OFFICE USE

|                                                                                                               |                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Checked by:                                                                                                   | Funds Available:                                                                                                             |
| <br>SHALOM GRACE C. SUGANO | <br>ALICIA M. FLORES <i>ms 701 2024</i> |
| TWG - Office Supplies                                                                                         | HEAD, BUDGET OFFICE                                                                                                          |

|               |                 |                           |                  |
|---------------|-----------------|---------------------------|------------------|
| Signature:    | Requested by:   | Noted by:                 | Approved by:     |
| Printed Name: | ME-AN D. VILLAS | DEEJAY M. LUMANAO         | EDGARDO E. TULIN |
| Designation:  | END USER        | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU   |