



PURCHASE REQUEST

Dept./Office: **ODPP**PR #: **GF-2021-10-01303**Date: **10-13-2021**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHBHM (Water Unit/Dept) - OS2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
Specification: <ul style="list-style-type: none"> Eliminates at least 99.9% of germs Safe on skin At least 70% solution Rubbing alcohol Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan Brand offer should be at least 10 years in the market at least 5 years expiry 						
2	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
3	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
4	Paper, Bond, Short, S-20, 70 gsm	reams	25	245.00		6,125.00
5	Pen, Ball, blue	pieces	100	10.00		1,000.00
TOTAL						18,975.00

Purpose: for office supplies in the year 2022 of water maintenance unit (OHBIHM)

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIO C. BANTUGAN	MARIO LILIO P. VALENZONA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU