



0# 1530-1838
 07-28

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **TF-2021-10-01412**Date: **10-25-2021**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **TES-ASF (On-going) 2020-2021**

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	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
3	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
4	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	13.00		130.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
TOTAL						9,740.00

Purpose: TES-ASF (On-going) 1st. sem. 2020-2021

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: NICK FREDDY R. BELLO (OIC) HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: Designation:	Requested by: MERIAM M. LUNA END USER	Noted by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU