



PURCHASE REQUEST

Dept./Office: **GISL**PR #: **GF-2021-04-00128**Date: **04-19-2021**Section/End-User: **Celestial A. Manigo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GISSU**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
2	Paper Roll, A0 size	rolls	4	1,500.00		6,000.00

Specification:

Large Format 3-Inch 880*150 M A0 Engineering Copy Paper Large Roll

90 gsm

3	Paper, Bond, A3, S-24, 80 gsm	reams	2	580.00		1,160.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	4	253.00		1,012.00
TOTAL						8,547.00

Purpose: For office supplies

Checked by:

NELLO B. GORNE

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CELESTIAL A. MANIGO	PASTOR P. GARCIA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU