



PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **TF-2021-07-00492**Date: **07-23-2021**Section/End-User: **Marlon M. Tambis**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050.1.94**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
2	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
3	Paper, Bond, Short, S-20, 70 gsm	reams	20	245.00		4,900.00
TOTAL						23,270.00

Purpose: for office and project use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

NICK FREDDY R. BELLO

(OIC) HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

MARLON M. TAMBIS

Designation:

END USER

Noted by:

DANIEL LESLIE S. TAN**UNIT HEAD, PROJECT LEADER**

Approved by:

EDGARDO E. TULIN**PRESIDENT, VSU**