



PURCHASE REQUEST

Dept./Office: **VSUCL**Section/End-User: **Maria Agnes P. Hermano**Funding Source: **Special Trust Fund**PR #: **STF-2021-03-00090**Date: **03-17-2021**Category: **Office Supplies**Project Title/Code: **Library Bindery Trust Fund 164 - 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, Vellum, White, at least 180gsm	pcs	350	35.00	CRISANTO A. MAZO	12,250.00
2	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	50	495.00	CRISANTO A. MAZO	24,750.00
3	Special Haspi - Green -	meters	50	120.00	CRISANTO A. MAZO	6,000.00
4	Stamping foil, Gold	roll	10	900.00	CRISANTO A. MAZO	9,000.00
TOTAL						52,000.00

Purpose: Binding of Theses / Dissertation and other related materials

Checked by:		Funds Available: <i>bindery</i>	
 DOREEN B. ALBA TWG - Office Supplies		 MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIA AGNES P. HERMANO	VICENTE A. GILOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU