



PURCHASE REQUEST

Dept./Office: **DBS**PR #: **STF-2021-09-00865**Date: **09-06-2021**Section/End-User: **Beatriz S. Belonias**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ISR.CAS.BS-11**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btl's	2	125.00		250.00
2	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	46.00		92.00
3	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	1	252.00		252.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00		38.00
5	Folder, Pressboard, US, Blue, Short	piece	5	29.00		145.00
6	Folder, Pressboard, US, Green, Long	pcs	5	30.00		150.00
7	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
8	Paper, Bond, Long, S-20, 70 gsm	reams	3	286.00		858.00
9	Paper, Bond, Short, S-20, 70 gsm	reams	3	245.00		735.00
10	Pen, Ball, black	pieces	5	10.00		50.00
11	Pen, Ball, blue	pieces	10	10.00		100.00
TOTAL						3,935.00

Purpose: Office supplies

Checked by:

DOREEN B. ALBA

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Requested by:

Noted by:

Approved by:

Signature:

Printed Name:

Designation:

BEATRIZ S. BELONIAS

BEATRIZ S. BELONIAS

EDGARDO E. TULIN

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU