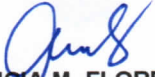
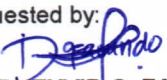
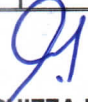




PURCHASE REQUEST

Dept./Office: **DMP**PR #: **GF-2021-06-00316**Date: **06-10-2021**Section/End-User: **Dheyvid C. Facundo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-21-7**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Broom and Dustpan Set	set	1	600.00	REV RHIZZA L. AURE	600.00
2	Certificate Holder (A4)	pcs	200	64.00	REV RHIZZA L. AURE	12,800.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00	REV RHIZZA L. AURE	150.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00	REV RHIZZA L. AURE	70.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	REV RHIZZA L. AURE	190.00
6	Fiber Doormat	pc	1	150.00	REV RHIZZA L. AURE	150.00
Specification: at least 15 X 23 inches						
7	Folder, File, Long, 14pts, White	piece	100	10.00	REV RHIZZA L. AURE	1,000.00
8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	6	195.00	REV RHIZZA L. AURE	1,170.00
9	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	100.00	REV RHIZZA L. AURE	800.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	REV RHIZZA L. AURE	5,780.00
11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	REV RHIZZA L. AURE	3,280.00
12	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	20	38.00	REV RHIZZA L. AURE	760.00
13	Puncher, Heavy Duty	pieces	2	450.00	REV RHIZZA L. AURE	900.00
14	Scrub Sponge, Heavy Duty	pcs	1	60.00	REV RHIZZA L. AURE	60.00
Specification: Size: at least 100mm x 75mm x 30mm						
15	Stapler, HD No.35	pc	2	350.00	REV RHIZZA L. AURE	700.00
16	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00	REV RHIZZA L. AURE	230.00
TOTAL						28,640.00
Purpose: for office and for the study use like preparing, filing, organizing and storing important documents needed for the study						

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  DHEYVID C. FACUNDO	Noted by:  REV RHIZZA L. AURE	Approved by:  EDGARDO E. TULIN
	END USER		UNIT HEAD, PROJECT LEADER