



## PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR #: **GF-2021-09-00770**Date: **09-03-2021**Section/End-User: **Marlon V. Dampios**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Director of NSTP**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Ordinary, A4	pcs	53	7.00		371.00
Specification: Folder, Ordinary, A4						
2	Folder, Pressboard, US, Green, Long	pcs	60	30.00		1,800.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	100.00		500.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
5	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
6	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
7	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	54	38.00		2,052.00
8	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
9	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
<b>TOTAL</b>						<b>23,048.00</b>

Purpose: Office Use

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**  
**MYRNA S. PANCITO**

OIC HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**MARLON V. DAMPIOS**

END USER

Noted by:

**MANOLO B. LORETO JR.**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU