



STF-2021-11-01560

## PURCHASE REQUEST

Dept./Office: **DOH**PR #: **STF-2021-11-01560**Date: **11-17-2021**Section/End-User: **Mikko Zillah D. Rosello**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **Laboratory Share-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	1	140.00		140.00
2	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	100	10.00		1,000.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	7	289.00		2,023.00
Specification: bright white, high premium quality						
4	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
5	Pen, Ball, blue	pieces	30	10.00		300.00
6	Staple Wire, #35	boxes	10	30.00		300.00
7	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
8	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
9	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
<b>TOTAL</b>						<b>8,753.00</b>

Purpose: Office Supply

Checked by: <div style="text-align: center; margin-top: 10px;">   <b>DOREEN B. ALBA</b>          TWG - Office Supplies       </div>		Funds Available: <div style="text-align: center; margin-top: 10px;">   <b>ALICIA M. FLORES</b>          HEAD, BUDGET OFFICE       </div>	
Signature: Printed Name: <b>MIKKO ZILLAH D. ROSELLO</b> Designation: <b>END USER</b>	Requested by: <div style="text-align: center; margin-top: 10px;">   <b>ROSARIO A. SALAS</b>          UNIT HEAD, PROJECT LEADER       </div>	Noted by: <div style="text-align: center; margin-top: 10px;">   <b>EDGARDO E. TULIN</b>          PRESIDENT, VSU       </div>	Approved by: <div style="text-align: center; margin-top: 10px;">   <b>EDGARDO E. TULIN</b>          PRESIDENT, VSU       </div>