



PURCHASE REQUEST

Dept./Office: **ODPP**PR #: **GF-2021-10-01317**Date: **10-13-2021**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PPO-OS2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
Specification: - Eliminates at least 99.9% of germs - Safe on skin - At least 70% solution Rubbing alcohol - Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan - Brand offer should be at least 10 years in the market - at least 5 years expiry						
2	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	25	195.00		4,875.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
5	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
6	Paper, Bond, Short, S-20, 70 gsm	reams	20	245.00		4,900.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						21,333.00

Purpose: for office supplies of PPO year 2022

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

MARIO C. BANTUGAN**MARIO LILIO P. VALENZONA****EDGARDO E. TULIN**

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU



PURCHASE REQUEST

Dept./Office: **ODPP**PR #: **GF-2021-10-01316**Date: **10-13-2021**Section/End-User: **Mario C. Bantugan**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **PPO-OS2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson L6160 Black 001	btls	3	400.00		1,200.00
2	Epson L6160 Cyan 001	btls	1	350.00		350.00
3	Epson L6160 Magenta 001	btls	1	350.00		350.00
4	Epson L6160 Yellow 001	btls	1	350.00		350.00
5	Ink, Epson 003,Genuine Black 65mL	btl	20	350.00		7,000.00
6	Ink, EPSON 003,Genuine Cyan 65mL	btl	5	350.00		1,750.00
7	Ink, EPSON 003,Genuine Magenta 65mL	btl	5	350.00		1,750.00
8	Ink, EPSON 003,Genuine Yellow 65mL	btl	5	350.00		1,750.00
9	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	10	350.00		3,500.00
10	Toner, KyoceraTASKalfa 1800	piece	2	7,000.00		14,000.00

Specification:

Genuine Toner - KYOCERA TASKalfa 1800

	TOTAL	
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		32,000.00
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Purpose: for office supplies of PPO year 2022

Checked by:

Funds Available:

DIONESIO I. ESTUPA

ALICIA M. FLORES

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIO C. BANTUGAN	MARIO LILIO P. VALENZONA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU