



PURCHASE REQUEST

Dept./Office: **OHACR**

PR #: **GF-2021-09-00873**

Date: **09-07-2021**

Section/End-User: **Aniceta M. Lumacad**

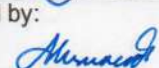
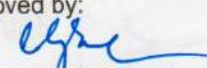
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ACRO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	1	200.00		200.00
2	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
3	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
4	Folder, Ordinary, A4	pcs	192	7.00		1,344.00
Specification: Folder, Ordinary, A4						
5	Multi-Purpose Glue, 130 g	btl	1	60.00		60.00
6	Notebook, ordinary 80 leaves, 60 gsm	pieces	5	25.00		125.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
8	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
9	Pen, Highlighter, orange	pieces	2	46.00		92.00
10	Pen, Highlighter, violet	pieces	2	47.00		94.00
11	Pen, Highlighter, yellow	pieces	2	45.00		90.00
12	Record Book, Big, 300 pages	pcs	3	80.00		240.00
13	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
TOTAL						27,325.00

Purpose: Office Supplies for ACRO

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  ANICETA M. LUMACAD END USER	Noted by:  ELSIE E. SALAMAT UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU