



PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0016**

Dept./Office: **ASO**

PR No.: **GF-2024-10-01957**

Date: **10-04-2024**

Section/End-User: **Elizabeth A. Italo II**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ASO PPMP-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00	RYSAN C. GUINOCOR	3,000.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00	RYSAN C. GUINOCOR	690.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00	RYSAN C. GUINOCOR	750.00
4	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	4	78.00	RYSAN C. GUINOCOR	312.00
5	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00	RYSAN C. GUINOCOR	1,640.00
6	Pen, Sign, .5mm, Gel-type, Blue	piece	108	35.00	RYSAN C. GUINOCOR	3,780.00
7	Pen, Whiteboard Marker, red	pieces	10	50.00	RYSAN C. GUINOCOR	500.00
8	Pen, Whiteboard Marker, black	pieces	10	50.00	RYSAN C. GUINOCOR	500.00
9	Pen, Whiteboard Marker, blue,	pieces	10	50.00	RYSAN C. GUINOCOR	500.00
10	Pencil, Lead, #2, w/ eraser	pieces	30	10.00	RYSAN C. GUINOCOR	300.00
11	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00	RYSAN C. GUINOCOR	130.00
12	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00	RYSAN C. GUINOCOR	225.00
TOTAL						12,327.00

Purpose: FOR OFFICE USE

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: ELIZABETH A. ITALIO II	Noted by: RYSAN C. GUINOCOR UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU