



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-01011**Date: **09-16-2021**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Student Development Services 2022 c/o ODS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
4	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
TOTAL						9,420.00

Purpose: Office Use

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