



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **TF-2021-11-01466**Date: **11-02-2021**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **TES-ASF (On-going) 2029050-10.13.47.8**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Mouse Pad, Rubber	pad	2	250.00		500.00
Specification: Size: Small (200x250mm) Color: Black/ Dark Blue						
2	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
3	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
4	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
5	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
6	Pen, Sign, .5mm, Gel-type, Red	piece	20	35.00		700.00
TOTAL						9,060.00

Purpose: For TES

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: NICK FREDDY R. BELLO (OIC) HEAD, ACCOUNTING OFFICE	
Signature: Printed Name:	Requested by: MERIAM M. LUNA END USER	Noted by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU