



PURCHASE REQUEST

Dept./Office: **CoEd**Section/End-User: **Rubio B. Timkang**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-00952**Date: **09-10-2021**Category: **Office Supplies**Project Title/Code: **CE HIGHER EDUCATION BUGDET - 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	13	70.00		910.00
Specification: 20 sheets per pack 140 gsm double-side						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
4	Envelope, Expanding, with garter tie, blue, long	pc	25	15.00		375.00
5	Envelope, Expanding, with garter tie, blue, short	pc	25	11.00		275.00
6	Liquid Hand Soap	gallon	2	350.00		700.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
8	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
TOTAL						5,330.00

Purpose: use for office and for instructional purposes

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

RUBIO B. TIMKANG

END USER

Noted by:

BAYRON S. BARREDO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU