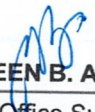
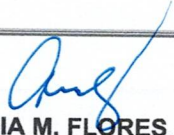




PURCHASE REQUEST

Dept./Office: **DBM**PR #: **GF-2021-11-01599**Date: **11-24-2021**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBM Extension 52**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	7	70.00		490.00
2	Folder, Expanded, Long (Red)	piece	47	30.00		1,410.00
3	Folder, File, Long, 14pts, White	piece	125	10.00		1,250.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	3	195.00		585.00
5	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green	ream	1	450.00		450.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
Specification: bright white, high premium quality						
7	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
Specification: bright white, high premium quality						
8	Pen, Ball, black	pieces	50	10.00		500.00
9	Pen, Ball, blue	pieces	70	10.00		700.00
10	Pen, Ball, red	pieces	50	10.00		500.00
11	PVC Binding Cover, short, 100pcs/pack	pack	1	550.00		550.00
12	PVC Plastic Cover, A4, 300micron	pack	1	850.00		850.00
13	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
14	Ring Binder, plastic, 20mm, 3/4" black	pieces	10	22.00		220.00
15	Ring Binder, plastic, 22mm, 7/8" black	pieces	10	27.00		270.00
16	Ring Binder, plastic, 8mm, 5/16" black	pieces	12	8.00		96.00
17	Ring Binder, plastic, 14mm, 5/8" black	pieces	5	18.00		90.00
18	Staple Wire, #35	boxes	5	30.00		150.00

TOTAL				19,726.00
Purpose: Office Use				
Checked by:			Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies			 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:	
Printed Name:	SHEILLO G. CATORCE	BRYAN R. GAPASIN	EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>12/2</i>	