



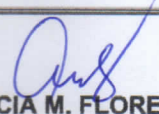
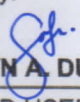
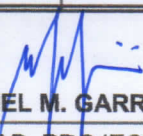
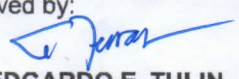
PURCHASE REQUEST

Dept./Office: **DPBG**PR #: **GF-2021-09-00905**Date: **09-08-2021**Section/End-User: **Darlyn A. Dupal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPBG-2021 (3rd and 4th Quarter)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
2	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	2	785.00		1,570.00
3	Board, Illustration, 30" x 40" (2 Ply)	pcs	2	56.00		112.00
4	Book Cloth, Black	yard	2	130.00		260.00
5	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	3	90.00		270.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
7	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
8	Chlorine Granules, 1kg/pack	packs	3	85.00		255.00
9	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
10	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
11	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
13	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
14	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
15	Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	pcs	2	310.00		620.00
16	Disinfectant Spray, 170g	can	2	280.00		560.00
17	Dust pan, plastic, stand-up handle, small	pc	2	75.00		150.00
18	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
19	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
20	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	3	368.00		1,104.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	20	18.00		360.00
22	Folder, Morocco, Short, w/ plastic binder, Brown	pieces	20	15.00		300.00
23	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	10	125.00		1,250.00
24	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
25	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
26	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
27	Record Book, Big, 300 pages	pcs	2	80.00		160.00
28	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
29	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
30	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
	TOTAL					14,793.00

Purpose: For DPBG Office used

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES	
TWG - Office Supplies		fu: 9/20 o/c HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 DARLYN A. DUPAL	 ROMMEL M. GARRIDO JR.	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	 PRESIDENT, VSU