



PURCHASE REQUEST

Dept./Office: **ODPIDM**PR #: **GF-2021-09-01072**Date: **09-22-2021**Section/End-User: **Adriel Efraim V. Cunanan**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ODPIPDM - 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	8	350.00		2,800.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	8	350.00		2,800.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	8	350.00		2,800.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	8	350.00		2,800.00
5	Ink, Epson, genuine (C) T664, 70 ml	pieces	8	350.00		2,800.00
6	Ink, Epson, genuine (M) T664, 70 ml	pieces	8	350.00		2,800.00
7	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	8	350.00		2,800.00
8	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	8	350.00		2,800.00
TOTAL						22,400.00

Purpose: supplies

Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: ADRIEL EFRAIM V. CUNANAN Designation: END USER	Requested by: ADRIEL EFRAIM V. CUNANAN END USER	Noted by: DILBERTO O. FERRAREN UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU



PURCHASE REQUEST

Dept./Office: **ODPIDM**PR #: **GF-2021-09-01073**Date: **09-21-2021**Section/End-User: **Adriel Efraim V. Cunanan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODPIDM - 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Broom and Dustpan Set	set	1	600.00		600.00
3	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	1	30.00		30.00
4	Date stamp, 10 years advance or more	pcs	1	195.00		195.00
5	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	1	240.00		240.00
6	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
7	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	1	78.00		78.00
8	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
9	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00		2,900.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
11	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
12	Pen, Ball, black	pieces	6	10.00		60.00
13	Pen, Ball, blue	pieces	12	10.00		120.00
14	Pen, Highlighting, asstd color	pcs	3	25.00		75.00

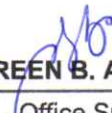
Specification:

Highlighter, Stabilo boss asstd color

15	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
16	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
17	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
18	Received Stamp Supply & Property Management Office with Date and Signature, Circle/Oval	pcs	1	200.00		200.00
19	Record Book, Big, 500 pages	pcs	2	115.00		230.00
20	Ruler, Plastic, 12"	pieces	3	15.00		45.00
21	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
22	Staple wire remover, Plier type, Metal	piece	1	100.00		100.00
23	Staple Wire, #35	boxes	5	30.00		150.00

24	Stapler, HD No.35	pc	1	350.00		350.00
25	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
26	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	2	880.00		1,760.00
TOTAL						16,530.00

Purpose: Office Supplies

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ADRIEL EFRAIM V. CUNANAN	DILBERTO O. FERRAREN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU