



PURCHASE REQUEST

Dept./Office: **IAO**PR #: **GF-2021-06-00362**Date: **06-16-2021**Section/End-User: **Ana Marquiza M. Quilicot**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IAO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, brown, long	pc	25	15.00	LEONARDO S. TORAJA	375.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	LEONARDO S. TORAJA	1,445.00
3	Pen, Ball, blue	pieces	10	10.00	LEONARDO S. TORAJA	100.00
4	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00	LEONARDO S. TORAJA	350.00
TOTAL						2,270.00

Purpose: for office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ANA MARQUIZA M. QUILICOT

END USER

Noted by:

ANA MARQUIZA M. QUILICOT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU