



## PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **TF-2021-04-00150**Date: **07-23-2021**Section/End-User: **Marlon M. Tambis**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050.10.109**

| Item # | Item Description                       | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------------------------|--------|-----|-----------|---------|------------|
| 1      | Alcohol, Ethyl, 70% solution, 500mL    | btls   | 4   | 125.00    |         | 500.00     |
| 2      | Envelope, brown, ordinary, A4 size     | pcs    | 100 | 10.00     |         | 1,000.00   |
| 3      | Paper, Bond, A4, S-20, 70 gsm          | reams  | 50  | 253.00    |         | 12,650.00  |
| 4      | Pen, Permanent Marker, blue, broad tip | pieces | 36  | 60.00     |         | 2,160.00   |
| 5      | Pen, Ball, black                       | pieces | 35  | 10.00     |         | 350.00     |
| 6      | Pen, Ball, blue                        | pieces | 36  | 10.00     |         | 360.00     |
| 7      | Pen, Ball, red                         | pieces | 36  | 10.00     |         | 360.00     |
| 8      | Pen, Highlighter, yellow               | pieces | 12  | 45.00     |         | 540.00     |
| 9      | Pencil, Lead, #2, w/ eraser            | pieces | 36  | 10.00     |         | 360.00     |
| 10     | Sharpener, Pencil Heavy Duty good qty  | pieces | 2   | 350.00    |         | 700.00     |

Specification:

Table Type

|              |                  |
|--------------|------------------|
| <b>TOTAL</b> | <b>18,980.00</b> |
|--------------|------------------|

Purpose: for office and project use

|                                                                                                                              |                                                                                                                     |                                                                                                                                                 |                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Checked by:<br><div style="text-align: center;"> <br/> <b>DOREEN B. ALBA</b><br/>         TWG - Office Supplies       </div> |                                                                                                                     | Funds Available:<br><div style="text-align: center;"> <br/> <b>NICK FREDDY R. BELLO</b><br/>         (OIC) HEAD, ACCOUNTING OFFICE       </div> |                                                                                                                          |
| Signature:<br>Printed Name:<br>Designation:                                                                                  | Requested by:<br><div style="text-align: center;"> <br/> <b>MARLON M. TAMBIS</b><br/>         END USER       </div> | Noted by:<br><div style="text-align: center;"> <br/> <b>DANIEL LESLIE S. TAN</b><br/>         UNIT HEAD, PROJECT LEADER       </div>            | Approved by:<br><div style="text-align: center;"> <br/> <b>EDGARDO E. TULIN</b><br/>         PRESIDENT, VSU       </div> |