



## PURCHASE REQUEST

Dept./Office: **DABE**PR #: **STF-2021-08-00618**Date: **08-18-2021**Section/End-User: **Lorbert G. Mazo**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DABE-2021**

| Item # | Item Description                               | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------|------------------------------------------------|-------|-----|-----------|---------|-----------------|
| 1      | Laminating Film, A4, 100 shts/box, 250 microns | box   | 1   | 1,430.00  |         | 1,430.00        |
| 2      | Paper, Bond, A4, S-24, 80 gsm                  | reams | 10  | 289.00    |         | 2,890.00        |
|        | <b>TOTAL</b>                                   |       |     |           |         | <b>4,320.00</b> |

Purpose: for laboratory

Checked by:

  
**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

  
**MYRNA S. PANCITO**

HEAD, BUDGET OFFICE

|               |                        |                           |                         |
|---------------|------------------------|---------------------------|-------------------------|
| Signature:    | Requested by:          | Noted by:                 | Approved by:            |
| Printed Name: | <b>LORBERT G. MAZO</b> | <b>ELDON P. DE PADUA</b>  | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER               | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU          |