



## PURCHASE REQUEST

Dept./Office: **OVPREI**PR #: **TF-2021-08-00568**Date: **08-02-2021**Section/End-User: **Dindo M. Valeroso**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.98**

| Item #       | Item Description                                                     | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|----------------------------------------------------------------------|--------|-----|-----------|---------|------------------|
| 1            | Alcohol, Ethyl, 70% solution, 500mL                                  | btls   | 50  | 125.00    |         | 6,250.00         |
| 2            | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack  | pack   | 20  | 115.00    |         | 2,300.00         |
| 3            | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack   | 20  | 125.00    |         | 2,500.00         |
| 4            | Laminating Film, A4, 100 shts/box, 250 microns                       | box    | 2   | 1,430.00  |         | 2,860.00         |
| 5            | Paper Cutter, Sliding, for A3, with metal base, replaceable blades   | unit   | 1   | 2,550.00  |         | 2,550.00         |
| 6            | Pen, Highlighter, orange                                             | pieces | 10  | 46.00     |         | 460.00           |
| 7            | Pen, Highlighter, violet                                             | pieces | 10  | 47.00     |         | 470.00           |
| 8            | Pen, Highlighter, yellow                                             | pieces | 10  | 45.00     |         | 450.00           |
| 9            | Pen, Whiteboard Marker, black                                        | pieces | 5   | 50.00     |         | 250.00           |
| 10           | Pen, Whiteboard Marker, blue,                                        | pieces | 5   | 50.00     |         | 250.00           |
| 11           | Record Book, Big, 300 pages                                          | pcs    | 5   | 80.00     |         | 400.00           |
| 12           | Ring Binder, plastic, 84 10mm, 3/8" black                            | pieces | 20  | 10.00     |         | 200.00           |
| 13           | Ring Binder, plastic, 84 14mm, 9/16" black                           | pieces | 50  | 15.00     |         | 750.00           |
| 14           | Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink        | pieces | 50  | 90.00     |         | 4,500.00         |
| 15           | Staple Wire, #35                                                     | boxes  | 5   | 30.00     |         | 150.00           |
| 16           | Tape, Double Sided, 1" x 10m                                         | rolls  | 10  | 35.00     |         | 350.00           |
| 17           | Tape, Double Sided, 2" x 10m                                         | rolls  | 5   | 70.00     |         | 350.00           |
| 18           | Tape, Masking, 2" x 25 yards                                         | rolls  | 10  | 95.00     |         | 950.00           |
| 19           | Tape, Packaging, 2" x 100 yards, Clear                               | rolls  | 10  | 55.00     |         | 550.00           |
| <b>TOTAL</b> |                                                                      |        |     |           |         | <b>26,540.00</b> |

Purpose: For TBI office use

Checked by:

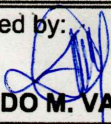
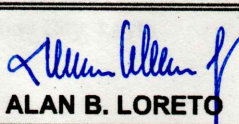
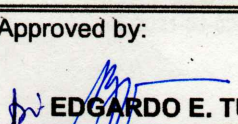
  
**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

  
**NICK FREDDY R. BELLO**

(OIC) HEAD, ACCOUNTING OFFICE

|                                             |                                                                                                 |                                                                                              |                                                                                                  |
|---------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Signature:<br>Printed Name:<br>Designation: | Requested by:  | Noted by:  | Approved by:  |
|                                             | <b>DINDO M. VALEROSO</b><br>END USER                                                            | <b>ALAN B. LORETO</b><br>UNIT HEAD, PROJECT LEADER                                           | <b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU                                                        |