



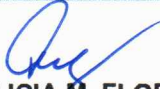

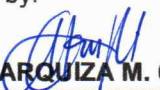

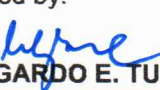
## PURCHASE REQUEST

Dept./Office: **DVCS**PR #: **GF-2021-10-01446**Date: **10-26-2021**Section/End-User: **Ana Marquiza M. Quilicot**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IAO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	tubes	5	220.00		1,100.00
2	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>	gallons	2	600.00	ANA MARQUIZA M. QUILICOT	1,200.00
3	<b>Mouse Pad, Rubber</b>	pad	2	250.00		500.00
<b>Specification:</b>  Size: Small (200x250mm)  Color: Black/ Dark Blue						
4	<b>Paper, Bond, A4, S-24, 80 gsm</b>	reams	30	289.00		8,670.00
5	<b>Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack</b>	pack	10	60.00		600.00
<b>Specification:</b>  PHOTO PAPER WATERPROOF GLOSSY PHOTOPAPER 20 SHEETS 230GSM NO BACKPRINT <ul style="list-style-type: none"> <li>• No Backprint</li> <li>• Size: A4 230GSM (210x297mm)</li> <li>• Paper Texture: Waterproof Glossy</li> <li>• For all type of inkjets printer</li> <li>• For printing all kinds of colorful documents</li> <li>• Support 720 / 1440 / 2880 and 5760 dpi printing mode</li> <li>• 20 sheets per pack</li> </ul>						
6	<b>Pilot V10 Grip Hi-Techpoint Rollerball Pen (blue)</b>	box	1	800.00		800.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Precision wear-free needlepoint tips.</li> <li>• Soft ergonomic grips provide excellent writing comfort.</li> <li>• Window barrels make it convenient to monitor ink levels.</li> <li>• Tip is made of cemented carbide alloy ball and stainless steel pipe.</li> <li>• size: 1.0 mm</li> <li>• color: blue</li> </ul>						
7	<b>Puncher, 2 holes, heavy duty</b>	pieces	1	155.00		155.00
8	<b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>	pack	3	204.00		612.00

9	Transparent Tape (1")	rolls	10	25.00	250.00
	<b>TOTAL</b>				<b>13,887.00</b>

Purpose: For Office use

Checked by:  <b>ALICIA M. FLORES</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  <b>ANA MARQUIZA M. QUILICOT</b>	Noted by:  <b>ANA MARQUIZA M. QUILICOT</b>	Approved by:  <b>EDGARDO E. TULIN</b>
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU