



PURCHASE REQUEST

PPMP No. : 105-5-606-2024-2-0-0

Dept./Office: DYDC

Section/End-User: Eddie M. Israel

Funding Source: General Fund - MOOE

PR No.: GF-2023-08-01382

Category: Office Supplies

Project Title/Code: DYDC-FM

Date: 08-04-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	1	1,400.00		1,400.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	6	200.00		1,200.00
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	12	220.00		2,640.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
5	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
7	Cartolina, US, Blue, at least 160gsm	pcs	10	14.00		140.00
8	Cartolina, US, Gold, at least 160gsm	pcs	10	14.00		140.00
9	Cartolina, US, Green, at least 160gsm	pcs	10	14.00		140.00
10	Cartolina, US, Neon Orange, at least 160gsm	pcs	10	14.00		140.00
11	Cartolina, US, Red, at least 160gsm	pcs	10	14.00		140.00
12	Cartolina, US, White, at least 160gsm	pcs	10	14.00		140.00
13	Correction Pen, rolling ball-metal tip	pc	10	220.00		2,200.00
14	Dust pan, plastic, stand-up handle, large	pc	6	140.00		840.00
15	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
16	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
17	Envelope, Expanding, Plastic, Long, with Handle	pcs	10	100.00		1,000.00
Specification:						

18 Paper, Bond, A4, S-20, 70 gsm						reams	20	253.00	5,060.00
Specification: bright white, high premium quality									
19 Paper, Bond, Long, S-20, 70 gsm						reams	10	286.00	2,860.00
Specification: bright white, high premium quality									
20	Pen, Pentel Pen, Fine blue & black	pcs	14	50.00	700.00				
21	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00	840.00				
22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	105.00	1,260.00				
23	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00	1,500.00				
TOTAL					29,120.00				
Purpose: for DYDC-FM used									
Checked by:		JED ASAPH D. CORTES 9/8/23		Funds Available:		Alicia M. Flores 9/8/23			
Requested by:		EDDIE M. ISRAEL		Noted by:		for ROTACIO S. GRAVOSO			
Signature:		EDDIE M. ISRAEL		Approved by:		EDGARDO E. TULIN			
Printed Name:		EDDIE M. ISRAEL		Designation:		UNIT HEAD, PROJECT LEADER			
Designation:		END USER		Signature:		PRESIDENT, VSU			