



PURCHASE REQUEST

Dept./Office: **FARMI**PR #: **GF-2021-03-00126**Date: **03-25-2021**Section/End-User: **Vanessa May B. Milan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RJNA 14-16-01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00	ROMEL B. ARMECIN	575.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00	ROMEL B. ARMECIN	625.00
3	Folder, File, Long, 14pts, White	piece	30	10.00	ROMEL B. ARMECIN	300.00
4	Folder, File, Short, 14pts, White	piece	20	8.00	ROMEL B. ARMECIN	160.00
5	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	10	18.00	ROMEL B. ARMECIN	180.00
6	Folder, Morocco, Short, w/ plastic binder, Beige	pieces	30	15.00	ROMEL B. ARMECIN	450.00
7	Paper, Bond, A4, S-20, 70 gsm	reams	6	253.00	ROMEL B. ARMECIN	1,518.00
8	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00	ROMEL B. ARMECIN	2,450.00
9	Pen, Ball, blue	pieces	20	10.00	ROMEL B. ARMECIN	200.00
TOTAL						6,458.00

Purpose: For Office Use

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:	VANESSA MAY B. MILAN	ROMEL B. ARMECIN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

3/30/21