



PURCHASE REQUEST

Dept./Office: **DOPAC**PR #: **STF-2021-04-00139**Date: **04-26-2021**Section/End-User: **Thelma P. Apas**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DoPAC STF-2021**

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		575.00
2	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00
3	Fabric Conditioner, 1L, any scent	btls	4	110.00		440.00
4	Foil, Aluminum, 7m x 30cm (approx. 130g)	boxes	3	150.00		450.00
5	Hand Sprayer, plastic, 150 ml cap.	pieces	3	100.00		300.00
6	Mop rug, heavy duty 100% cotton	pieces	10	50.00		500.00
7	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
8	Pen, Ball, blue	pieces	6	10.00		60.00
9	Pen, Sign, .5mm, Gel-type, Black	piece	3	35.00		105.00
10	Rubber sponge, round	pieces	1	13.00		13.00
11	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
12	Soap, Toilet, regular size	pieces	2	35.00		70.00
13	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	40.00		80.00
14	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
TOTAL						3,762.00

Purpose: For laboratory 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:	THELMA P. APAS	 ELIZABETH S. QUEVEDO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU