



## PURCHASE REQUEST

Dept./Office: **CME**PR #: **TF-2021-06-00395**Date: **06-23-2021**Section/End-User: **Moises Neil V. Serio**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.97**

| Item #       | Item Description                                                   | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|--------------------------------------------------------------------|--------|-----|-----------|---------|------------------|
| 1            | Bleach, Liquid, 99.9% Antibac, 3785 mL                             | gallon | 5   | 250.00    |         | 1,250.00         |
| 2            | Envelope, Expanding, with garter tie, brown, long                  | pc     | 50  | 15.00     |         | 750.00           |
| 3            | Folder, File, Long, 14pts, White                                   | piece  | 50  | 10.00     |         | 500.00           |
| 4            | Gel Ink Sign Pen 0.5, blue                                         | pcs    | 50  | 25.00     |         | 1,250.00         |
| 5            | Paper, Bond, A4, S-24, 80 gsm                                      | reams  | 100 | 289.00    |         | 28,900.00        |
| 6            | Paper, Bond, Long, S-24, 80 gsm                                    | reams  | 10  | 328.00    |         | 3,280.00         |
| 7            | Pen, Permanent Marker, black, fine tip                             | pieces | 25  | 60.00     |         | 1,500.00         |
| 8            | Pen, Permanent Marker, blue, broad tip                             | pieces | 25  | 60.00     |         | 1,500.00         |
| 9            | Pen, Sign, .5mm, Gel-type, Blue                                    | piece  | 50  | 35.00     |         | 1,750.00         |
| 10           | PVC Plastic Cover 100pcs per Pack A4 size 0.2mm                    | packs  | 1   | 750.00    |         | 750.00           |
| 11           | Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink      | pieces | 5   | 90.00     |         | 450.00           |
| 12           | Sticker Paper, high gloss A4 size, 50 sheets/pack                  | pack   | 5   | 155.00    |         | 775.00           |
| 13           | Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack | packs  | 20  | 50.00     |         | 1,000.00         |
| <b>TOTAL</b> |                                                                    |        |     |           |         | <b>43,655.00</b> |

Purpose: For office use.

|                                                                                         |                                                                                  |                                                                              |                                                                  |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------|
| Checked by:<br><b>NELLO D. GORNE</b><br>TWG - Office Supplies                           |                                                                                  | Funds Available:<br><b>ERLINDA S. ESGUERRA</b><br>HEAD, ACCOUNTING OFFICE    |                                                                  |
| Signature:<br>Printed Name: <b>MOISES NEIL V. SERIO</b><br>Designation: <b>END USER</b> | Requested by:<br><b>MOISES NEIL V. SERIO</b><br><b>UNIT HEAD, PROJECT LEADER</b> | Noted by:<br><b>MOISES NEIL V. SERIO</b><br><b>UNIT HEAD, PROJECT LEADER</b> | Approved by:<br><b>EDGARDO E. TULIN</b><br><b>PRESIDENT, VSU</b> |