



PURCHASE REQUEST

Dept./Office: **DBM**

PR #: **GF-2021-08-00694**

Date: **09-01-2021**

Section/End-User: **Sheillo G. Catorce**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DBM -2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
3	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
4	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	box	5	850.00		4,250.00
Specification: Transparent Extension: 1/2" Color: Clear (no color) 1 box contains 25 packs. 1 pack contains 2 pcs.						
5	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
6	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
7	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00		1,650.00
8	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	10	165.00		1,650.00
9	Paper, Mimeo, GW, A4, S-18	reams	50	150.00		7,500.00
10	Paper, Mimeo, WW, A4, S-18	reams	50	210.00		10,500.00
11	Pen, Ball, blue	pieces	50	10.00		500.00
12	Pen, Ball, red	pieces	30	10.00		300.00
13	Pen, Highlighter, violet	pieces	5	47.00		235.00
14	Pen, Highlighter, yellow	pieces	5	45.00		225.00
15	Pen, Permanent Marker, JUMBO black	pieces	5	120.00		600.00
16	Pen, Whiteboard Marker, blue,	pieces	30	50.00		1,500.00
17	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
19	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00

20	Sticky Note, 2 x 3, Yellow	pads	3	79.00	237.00
21	Sticky Note, 3 x 4, Yellow	pads	3	140.00	420.00
TOTAL					34,392.00

Purpose: Office Supplies

Checked by:	Funds Available:
 DOREEN B. ALBA TWG - Office Supplies	 MYRNA S. PANCITO HEAD, BUDGET OFFICE 

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	SHEILLO G. SATORCE	ANGELITA L. PARADERO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU