



PURCHASE REQUEST

Dept./Office: **DYDC**

Section/End-User: **Eddie M. Israel**

Funding Source: **General Fund - MOOE**

PR #: **GF-2021-08-00698**

Category: **Office Supplies**

Project Title/Code: **Radio Station DYDC**

Date: **08-31-2021**

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	10	115.00		1,150.00
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	2,500.00		2,500.00
Specification: Input: AC100-240V 50-60Hz Output: DC1.5 V AA 550mA x4 / AAA 275mA x4 Charging Control: checks voltage and temperature of battery automatically Indicator: LED x 4 Charging: ON, Fully charged: OFF Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells						
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
4	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	6	180.00		1,080.00
5	Correction Pen, rolling ball-metal tip	pc	4	220.00		880.00
6	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
7	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	4	78.00		312.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
12	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
13	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
15	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
16	Pin, Map, round head, asstd. Color	boxes	10	35.00		350.00
17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
18	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
19	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00		850.00
20	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	10	65.00		650.00
21	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	10	65.00		650.00
22	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	10	65.00		650.00
23	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
24	Tape, Double Sided, 2" x 10m	rolls	10	70.00		700.00
25	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00		900.00
TOTAL						24,572.00

Purpose: for office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:
Printed Name:
Designation:

Requested by:
EDDIE M. ISRAEL
END USER

Noted by:
ROTACIO S. GRAVOSO
UNIT HEAD, PROJECT LEADER

Approved by:
EDGARDO E. TULIN
PRESIDENT, VSU