



## PURCHASE REQUEST

Dept./Office: **ODCCE**PR #: **GF-2021-10-01346**Date: **10-18-2021**Section/End-User: **Angelica P. Baldos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CCE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	100.00		1,500.00
2	Mop Handle, Plastic	pieces	2	145.00		290.00
3	Mop Rug, Heavy Duty, 100% cotton	pieces	3	90.00		270.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
5	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
6	Wet and dry vacuum cleaner	pc	1	5,000.00		5,000.00
<b>TOTAL</b>						<b>13,620.00</b>

Purpose: For office use

Checked by: <div style="text-align: center; margin-top: 10px;">   <b>DOREEN B. ALBA</b>          TWG - Office Supplies       </div>		Funds Available: <div style="text-align: center; margin-top: 10px;">   <b>ALICIA M. FLORES</b>          HEAD, BUDGET OFFICE       </div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center; margin-top: 10px;">   <b>ANGELICA P. BALDOS</b>          END USER       </div>	Noted by: <div style="text-align: center; margin-top: 10px;">   <b>ANGELICA P. BALDOS</b>          UNIT HEAD, PROJECT LEADER       </div>	Approved by: <div style="text-align: center; margin-top: 10px;">   <b>EDGARDO E. TULIN</b>          PRESIDENT, VSU       </div>