


 OP#1857
 11/9/24

PURCHASE REQUEST

Dept./Office: **OGS**PR #: **STF-2021-10-01425**Date: **10-25-2021**Section/End-User: **Maricar B. Posas**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **OGS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Graduate School Code	copies	65	550.00	MARICAR B. POSAS	35,750.00
Specification: No. of pages : 38 pages Size: 5.5 in x 8.5 in colored inside pages off set printing 148 gsm inside pages 300 gsm 200 lbs cover						
2	Operations Manual	copies	55	800.00	MARICAR B. POSAS	44,000.00
Specification: No. of pages : 75 pages Size: 5.5 in x 8.5 in colored inside pages off set printing 148 gsm inside pages 300 gsm 200 lbs cover						
3	Printing of Style Manual	copies	51	550.00	MARICAR B. POSAS	28,050.00
Specification: No. of pages : 45 pages Size: 5.5 in x 8.5 in colored inside pages off set printing 148 gsm inside pages						

300 gsm 200 lbs cover						
4	SCIENCE AND HUMANITIES JOURNAL 2020	copies	100	920.00	MARICAR B. POSAS	92,000.00
Specification: No. of pages: 122 pages Size: 6.5 x 9.5 colored inside pages (29 pages) off set printing 148 gsm inside pages 300 gsm 200 lbs cover						
TOTAL				199,800.00		
Purpose: for office use						
Checked by: ELVIRA B. GORRE TWG - Printing Services					Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: MARICAR B. POSAS Designation: END USER		Requested by: ANABELLA B. TULIN Designation: UNIT HEAD, PROJECT LEADER		Noted by: EDGARDO E. TULIN Designation: PRESIDENT, VSU		Approved by: