



PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR #: **GF-2021-09-00766**Date: **09-03-2021**Section/End-User: **Marlon V. Dampios**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Coordinator of NSTP-CWTS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	6	20.00		120.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
3	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
4	Folder, Pressboard, US, Green, Long	pcs	10	30.00		300.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	2	100.00		200.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	4	35.00		140.00
9	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
10	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
TOTAL						8,225.00

Purpose: Office Use

Checked by: <div style="text-align: center; margin-top: 10px;"> DOREEN B. ALBA TWG - Office Supplies </div>		Funds Available: <div style="text-align: center; margin-top: 10px;"> ALICIA M. FLORES MYRNA S. PANCITO OIC HEAD, BUDGET OFFICE </div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center; margin-top: 10px;"> MARLON V. DAMPIOS END USER </div>	Noted by: <div style="text-align: center; margin-top: 10px;"> JOY A. BELLEN UNIT HEAD, PROJECT LEADER </div>	Approved by: <div style="text-align: center; margin-top: 10px;"> EDGARDO E. TULIN PRESIDENT, VSU </div>