



## PURCHASE REQUEST

Project Title/Code: **OCL STF - IHS Equipment 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	2	1,400.00		2,800.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
3	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
<b>Specification:</b> bright white, high premium quality						
5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
6	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00
7	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	1	120.00		120.00
<b>Specification:</b> ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
8	Scotch Tape	pcs	50	30.00		1,500.00
<b>Specification:</b> Scotch tape 50m 1/2"						
9	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
10	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box	box of 50's	3	165.00		495.00
<b>Specification:</b>						

Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box

11	Tape, Double Sided, 1" x 10m	rolls	10	45.00	450.00
12	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00	790.00
13	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00	880.00
<b>TOTAL</b>					<b>19,450.00</b>

Purpose: IHS library office use

Checked by:

*Salomon Grace Sugano*  
**JED ASAPH D. CORTES**

TWG - Office Supplies

Funds Available:

*for July 3*  
**ALICIA M. FLORES**

*STF-UP 24*  
HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

*Joelyn H. Mabuan*  
**JOVELYN H. MABUAN**

END USER

Noted by:

*Vicente A. Giros*  
**VICENTE A. GILOS**

UNIT HEAD, PROJECT LEADER

Approved by:

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**

PRESIDENT, VSU

Feb

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