



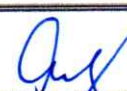
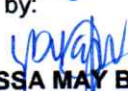
PURCHASE REQUEST

Dept./Office: **FARMI**PR #: **GF-2021-09-00919**Date: **09-09-2021**Section/End-User: **Vanessa May B. Milan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EFARMIA.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
3	Binder Clip, 1.5", black	pcs	20	7.50		150.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
5	Disinfectant Spray, 340g	can	5	465.00		2,325.00
6	Envelope, Expanding, with garter tie, brown, long	pc	15	15.00		225.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
8	Folder, Expanded, Long (Light Blue)	pcs	20	20.00		400.00
9	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
10	HP, Laserjet Toner Cartridge, CF401A, Cyan	pc	1	5,000.00		5,000.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
12	Masking Tape, 1"	rolls	5	60.00		300.00
13	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	3	205.00		615.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
15	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
16	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
17	Pen, Ball, blue	pieces	60	10.00		600.00
18	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
19	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
20	Soap, hand, liquid, 250 ml	btls	3	135.00		405.00
21	Staple Wire, #35	boxes	10	30.00		300.00
22	Stapler, HD No.35	pc	4	350.00		1,400.00
23	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	5	40.00		200.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
25	Tape, Double Sided, 1" x 10m	rolls	15	35.00		525.00
26	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
	TOTAL					25,415.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 VANESSA MAY B. MILAN	 DHENBER C. LUSANTA	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU