



PURCHASE REQUEST

Dept./Office: **USSO**

Section/End-User: **Junard C. Gucela**

Funding Source: **General Fund - MOOE**

PR #: **GF-2021-09-00758**

Date: **09-03-2021**

Category: **Office Supplies**

Project Title/Code: **ODS-OSSGA 2021 (OFFICE OF STUDENT SCHOLARSHIPS GRANTS & AWARDS)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
2	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
3	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
TOTAL						1,480.00

Purpose: For Office use

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 JUNARD C. GUCELA END USER	 MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	 EDGARDO E. TULIN PRESIDENT, VSU