



PURCHASE REQUEST

py - other mod

Dept./Office: **MMDC**PR #: **STF-2021-08-00664**Date: **08-23-2021**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **UIMC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
4	Sintra Boards Unit/Office Logos	pcs	5	2,000.00		10,000.00
Specification: Sintra Boards Unit/Office Logos						
5	Sintra Boards VSU Logo	pcs	5	2,000.00		10,000.00
Specification: Sintra VSU Logo						
6	Tape, Duct, 2" x 25m, Black/Grey	rolls	4	180.00		720.00
7	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
TOTAL						23,910.00

Purpose: For VSU Graduation 2021

Checked by: <div style="text-align: center;"> JED ASAPH D. CORTES TWG - Office Supplies </div>		Funds Available: <div style="text-align: center;"> MYRNA S. PANCITO HEAD, BUDGET OFFICE </div>	
Signature: Printed Name: WINDY O. TUYAN Designation: END USER	Requested by: <div style="text-align: center;"> WINDY O. TUYAN END USER </div>	Noted by: <div style="text-align: center;"> ULDERICO B. ALVIOLA UNIT HEAD, PROJECT LEADER </div>	Approved by: <div style="text-align: center;"> EDGARDO E. TULIN PRESIDENT, VSU </div>