



## PURCHASE REQUEST

Dept./Office: **PO**PR #: **GF-2021-09-01112**Date: **09-24-2021**Section/End-User: **Jessamine C. Ecleo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BAC 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	80	140.00		11,200.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
4	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
	<b>TOTAL</b>					<b>32,490.00</b>

Purpose: For office use

Checked by: <div style="text-align: center;">   <b>DOREEN B. ALBA</b>          TWG - Office Supplies       </div>		Funds Available: <div style="text-align: center;">   <b>ALICIA M. FLORES</b>          HEAD, BUDGET OFFICE       </div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;">   <b>JESSAMINE C. ECLEO</b>          END USER       </div>	Noted by: <div style="text-align: center;">   <b>JESSAMINE C. ECLEO</b>          UNIT HEAD, PROJECT LEADER       </div>	Approved by: <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>          PRESIDENT, VSU       </div>