



## PURCHASE REQUEST

Dept./Office: **CVM**PR #: **GF-2021-08-00707**Date: **08-31-2021**Section/End-User: **Noel C. Bustillo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DVPCS a.iii.b.i 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	4	3,680.00		14,720.00

**Specification:**

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	8	30.00		240.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
7	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
8	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
9	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00
<b>TOTAL</b>						<b>30,110.00</b>

Purpose: office use

Checked by:		Funds Available:	
<b>DOREEN B. ALBA</b> TWG - Office Supplies		<b>MYRNA S. PANGILO</b> HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	<b>NOEL C. BUSTILLO</b>	<b>EUGENE B. LAÑADA</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU