



PURCHASE REQUEST

Dept./Office: **ODAHRD**PR #: **GF-2021-08-00612**Date: **08-16-2021**Section/End-User: **Jenefer B. Jayme**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODHRM**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
2	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	21	289.00		6,069.00
6	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
7	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
8	Paper, Laid 8 x 11 90gsm Grey	boxes	2	850.00		1,700.00
9	Paper, Manila	pcs	25	6.00		150.00
10	Paper, Specialty 200gsm 8-1/2x11,10s, LightGreen	packs	10	38.00		380.00
11	Pen, Ball, blue	pieces	25	10.00		250.00
12	Pen, Permanent Marker, JUMBO blue	pieces	10	120.00		1,200.00
13	Ring Binder, plastic, 25mm ,1" black	pieces	25	30.00		750.00
14	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	10	46.00		460.00
15	Ring Binder, plastic, 51mm 2" black	pieces	10	55.00		550.00
16	Ring Binder, plastic,12mm, 1/2" black	pieces	25	12.00		300.00
TOTAL						30,329.00

Purpose: FOR LEARNING AND DEVELOPMENT CERTIFICATES

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: JENEFER B. JAYME END USER	Noted by: LOURDES B. CANO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU