



OP#1264
 8/19/21

PURCHASE REQUEST

Dept./Office: **PCC**PR #: **TF-2021-08-00623**Date: **08-18-2021**Section/End-User: **Mariles V. Bulawan**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **PCC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, blue, long	pc	100	15.00		1,500.00
2	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
TOTAL						8,060.00

Purpose: For Center operation

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: NICK FREDDY R. BELLO (OIC) HEAD, ACCOUNTING OFFICE	
Signature:	Requested by: MARILES V. BULAWAN	Noted by: FRANCISCO G. GABUNADA JR.	Approved by: EDGARDO E. TULIN
Printed Name:	MARILES V. BULAWAN	FRANCISCO G. GABUNADA JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU