



PURCHASE REQUEST

Dept./Office: **DABE**PR #: **GF-2021-05-00267**Date: **05-31-2021**Section/End-User: **Lorbert G. Mazo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-5**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
2	Battery, Rechargeable, 9 volts	pcs	2	600.00		1,200.00
3	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
5	Envelope, Document, Brown, 150 lbs, Long	pc	9	7.00		63.00
6	Envelope, Expanding, Plastic, Long	pc	5	30.00		150.00
7	EPSON INK btl 664 black	btl	5	500.00		2,500.00
8	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
9	Folder, Pressboard, US, Blue, Short	piece	5	29.00		145.00
10	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	1	495.00		495.00
11	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	5	150.00		750.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	8	289.00		2,312.00
13	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
14	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
15	Plastic bucket/utility can with cover	pcs	2	1,400.00		2,800.00

Specification:

- Capacity: 100L
- Size: 66 x 61 cm
- Color: Black or Green

16	Record Book, Big, 500 pages	pcs	3	115.00		345.00
17	Ruler, Plastic, 12"	pieces	3	15.00		45.00
18	SD Card (1 Terabyte)	pc	1	6,000.00		6,000.00

Specification:

Storage Capacity 1000 tera
 card type MicroSDXC

speed calss 10
 Bus Interface Speed UHS Class I
 Date Transfer 120 MB/s
 Special Feature Load Apps faster with A1 Performance class
 UHS Speed Class U1 and Speed Class 10 for FULL HD video recording/Play back
 Waterproof, Temperature,X-Ray, and Shook-Proof

19	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
20	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
21	Stainless Steel Knives, 12"	pcs	3	500.00		1,500.00

Specification:

12 inches long

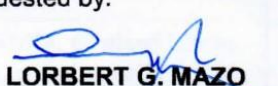

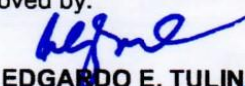
22	Stainless Steel Knives, 8" Long	pcs	3	300.00		900.00
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Specification:

8 inches long

23	Tape, Duct, 2" x 25m, Black/Grey	rolls	4	180.00		720.00
TOTAL						23,950.00

Purpose: for Research and Project use

Checked by: DOREEN B. ALBA		Funds Available: MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	LORBERT G. MAZO	ELDON P. DE PADUA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU