



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-10-01313**Date: **10-13-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	box	1	1,250.00		1,250.00
2	Ready-Made Curtain (RMC), Cream color	pc	6	450.00		2,700.00
Specification: Dimension: 60"x84" Color: Cream/Beige Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through Design: Plain, most importantly -- NO Flowers and Lace						
3	Ready-Made Curtain (RMC), White Color	pc	6	450.00		2,700.00
Specification: Dimension: 60"x84" Color: White Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through Design: Plain, most importantly -- NO Flowers and Lace						
4	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
5	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
6	Tape, Packaging, 2" x 100 yards, Tan	rolls	10	55.00		550.00
7	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
8	Thumb Tacks, Small Box	boxes	10	12.00		120.00
9	Water Color, at least 16 colors , AP certified non-toxic, w/ mixing tray and brush	sets	5	712.00		3,560.00
10	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						14,390.00

Purpose: For office use

Checked by: DOREEN B. ALBA		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: JUDE NONIE A. SALES	Noted by: JUDE NONIE A. SALES	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU