

PURCHASE REQUEST

Dept./Office: DBS

PR No.: **TF-2022-02-00113**

Date: 02-14-2022

Section/End-User: Brenda Me P. Valenzona

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: 20201050-25

Item #	Item Description		Unit	Qty	ty Unit Cost		PAR/ICS		Total Cost	
1	Paper, Bo	ond, A4, S-24, 80 gsm	reams	10		289.00	ANALYN M	. MAZO	2,890.00	
	Specification:									
bright white, high premium quality										
2	Tissue, Bathroom, 2 Ply, 12rolls/pack		pack	2	204.00		ANALYN M. MAZO		408.00	
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Purpose: for Office Use										
Checked by:					V	Funds Available:				
ALICIA M. FLORES						NICK FREDDY R. BELLO				
							HEAD, ACCOUNTING OFFICE			
Requested by:				Noted by	Noted by:			Approved by:		
Signa	ature:							TOTAL PROPERTY OF THE PROPERTY		
Printed Name: BRENDA ME P. VALENZONA					ANALYN M. MAZO			EDGARDO E. TULIN		
Desig	signation: END USER			UN	UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU		