



PURCHASE REQUEST

Dept./Office: DBS

PR #: GF-2021-09-01086

Date: 09-22-2021

Section/End-User: Brenda Me P. Valenzona

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DBS (A.III.A)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	absorbent cotton	packs	5	165.00	ANALYN M. MAZO	825.00
Specification: Absorbent Cotton, 400 g						
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00	ANALYN M. MAZO	1,200.00
3	Alcohol, isoprophyl, 90% solution	gallon	5	600.00	ANALYN M. MAZO	3,000.00
Specification: Alcohol 90% solution						
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	250.00	ANALYN M. MAZO	500.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	8	38.00	ANALYN M. MAZO	304.00
6	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	2	120.00	ANALYN M. MAZO	240.00
Specification: Attr: Pencil Medium #2 with black lead Color: Yellow Packaging Size: 12 pencils per box						
7	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00	ANALYN M. MAZO	800.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

8	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00	ANALYN M. MAZO	816.00
	TOTAL					7,685.00

Purpose: Office Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: BRENDA ME P. VALENZONA END USER	Noted by: ANALYN M. MAZO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU