



PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-06-00337**Date: **06-14-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-6**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	10	192.00	JO JANE D. ATOK	1,920.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00	JO JANE D. ATOK	2,500.00
3	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	10	250.00	JO JANE D. ATOK	2,500.00
4	Cleaner, Glass, 500mL, any scent	btls	10	198.00	JO JANE D. ATOK	1,980.00
5	Correction Pen, rolling ball-metal tip	pc	5	220.00	JO JANE D. ATOK	1,100.00
6	Correction Tape, 8m x 5mm wide	pc	5	40.00	JO JANE D. ATOK	200.00
7	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00	JO JANE D. ATOK	820.00
8	HP Officejet 7612 Ink	set	2	3,000.00	JO JANE D. ATOK	6,000.00
9	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00	JO JANE D. ATOK	975.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	JO JANE D. ATOK	5,780.00
11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	JO JANE D. ATOK	3,280.00
12	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00	JO JANE D. ATOK	2,770.00
13	Paper, Towel, Interfolded, 1 ply, 175 pulls	pack	20	75.00	JO JANE D. ATOK	1,500.00
14	Pen, Ball, black	pieces	20	10.00	JO JANE D. ATOK	200.00
15	Pen, Ball, blue	pieces	20	10.00	JO JANE D. ATOK	200.00
16	Pen, Ball, red	pieces	20	10.00	JO JANE D. ATOK	200.00
17	Pen, Highlighter, orange	pieces	3	46.00	JO JANE D. ATOK	138.00
18	Pen, Highlighter, violet	pieces	3	47.00	JO JANE D. ATOK	141.00
19	Pen, Highlighter, yellow	pieces	3	45.00	JO JANE D. ATOK	135.00
20	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00	JO JANE D. ATOK	350.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00	JO JANE D. ATOK	350.00
22	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	JO JANE D. ATOK	200.00
23	Record Book, Big, 300 pages	pcs	10	80.00	JO JANE D. ATOK	800.00
24	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	20	88.00	JO JANE D. ATOK	1,760.00
25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00	JO JANE D. ATOK	1,050.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
26	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	JO JANE D. ATOK	1,500.00
27	Tape, Double Sided, 3/4" x 10m	rolls	20	26.00	JO JANE D. ATOK	520.00
28	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00	JO JANE D. ATOK	360.00
29	Tape, Masking, 1" x 25 yards	rolls	20	48.00	JO JANE D. ATOK	960.00
30	Tape, Transparent, 12mm x 50m	rolls	20	68.00	JO JANE D. ATOK	1,360.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	50	204.00	JO JANE D. ATOK	10,200.00
32	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	20	85.00	JO JANE D. ATOK	1,700.00
TOTAL						53,449.00

Purpose: For office and laboratory use.

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: JO JANE D. ATOK	Noted by: EDGARDO E. TULIN	Approved by: EDGARDO E. TULIN
Printed Name:	JO JANE D. ATOK	EDGARDO E. TULIN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU