



PURCHASE REQUEST

Dept./Office: **NARC**PR #: **GF-2021-10-01367**Date: **10-18-2021**Section/End-User: **Robelyn T. Piamonte**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NARC A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	6	195.00		1,170.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
5	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
6	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
TOTAL						13,660.00

Purpose: For Office Use

Checked by: <div style="text-align: center;">ALICIA M. FLORES</div>		Funds Available: <div style="text-align: center;">ALICIA M. FLORES</div>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ROBELYN T. PIAMONTE	ROBELYN T. PIAMONTE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU