



## PURCHASE REQUEST

Dept./Office: **DTE**PR #: **GF-2021-09-00957**Date: **09-10-2021**Section/End-User: **Julie Ann . Orias**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DTE ADVANCE EDUCATION-2022**

| Item #       | Item Description                                 | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|--------------------------------------------------|---------|-----|-----------|---------|------------------|
| 1            | Alcohol, Ethyl, 70% solution, 1 gallon           | gallons | 5   | 600.00    |         | 3,000.00         |
| 2            | Bleach, Liquid, 99.9% Antibac, 3785 mL           | gallon  | 3   | 250.00    |         | 750.00           |
| 3            | Cleaner, Glass, 500mL, any scent                 | btls    | 5   | 198.00    |         | 990.00           |
| 4            | Disinfectant Spray, 170g                         | can     | 5   | 280.00    |         | 1,400.00         |
| 5            | Folder, File, Long, 14pts, White                 | piece   | 100 | 10.00     |         | 1,000.00         |
| 6            | Multi-Purpose Cleaner, Liquid, 1000mL, any scent | btls    | 5   | 205.00    |         | 1,025.00         |
| 7            | Paper, Photo, high gloss, A4, 230G, 20 shts/pack | pack    | 5   | 250.00    |         | 1,250.00         |
| 8            | Soap, Dishwashing, Liquid, 250mL                 | btls    | 10  | 150.00    |         | 1,500.00         |
| 9            | Staple Wire, #35                                 | boxes   | 30  | 30.00     |         | 900.00           |
| 10           | Sticky Note, 2 x 3, Yellow                       | pads    | 10  | 79.00     |         | 790.00           |
| <b>TOTAL</b> |                                                  |         |     |           |         | <b>12,605.00</b> |

Purpose: **USE FOR OFFICE AND INSTRUCTION PURPOSES**

|                                                                                                                                                |                                                                                                                                        |                                                                                                                                                     |                                                                                                                                            |
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| Checked by:<br><div style="text-align: center; margin-top: 10px;"> <br/> <b>DOREEN B. ALBA</b><br/>         TWG - Office Supplies       </div> |                                                                                                                                        | Funds Available:<br><div style="text-align: center; margin-top: 10px;"> <br/> <b>ALICIA M. FLORES</b><br/>         HEAD, BUDGET OFFICE       </div> |                                                                                                                                            |
| Signature:<br>Printed Name:<br>Designation:                                                                                                    | Requested by:<br><div style="text-align: center; margin-top: 10px;"> <br/> <b>JULIE ANN . ORIAS</b><br/>         END USER       </div> | Noted by:<br><div style="text-align: center; margin-top: 10px;"> <br/> <b>JOEL Q. MABALHIN</b><br/>         UNIT HEAD, PROJECT LEADER       </div>  | Approved by:<br><div style="text-align: center; margin-top: 10px;"> <br/> <b>EDGARDO E. TULIN</b><br/>         PRESIDENT, VSU       </div> |