



PURCHASE REQUEST

Dept./Office: **DQA**PR #: **STF-2021-10-01191**Date: **10-05-2021**Section/End-User: **Raul Anthony S. Valenzona**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ODQA-Supplemental PPMP 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Expanded, Long (Light Blue)	pcs	630	20.00		12,600.00
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	50	195.00		9,750.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
TOTAL						47,650.00

Purpose: for ISO use

Checked by: <i>Alicia M. Flores</i> ALICIA M. FLORES		Funds Available: <i>Alicia M. Flores</i> ALICIA M. FLORES <i>Tom 10/18</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>10/18/21</i>	
Signature:	Requested by: <i>Raul Anthony S. Valenzona</i>	Noted by: <i>Editha G. Cagasan</i>	Approved by: <i>Edgardo E. Tulin</i>
Printed Name:	RAUL ANTHONY S. VALENZONA	EDITHA G. CAGASAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU