



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-01008**Date: **09-16-2021**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Institutional Student Programs and Services 2022 c/o ODS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
3	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
TOTAL						6,075.00

Purpose: Office Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: MERIAM M. LUNA	Noted by: MANOLO B. LORETO JR.	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU