



PURCHASE REQUEST

Dept./Office: **CVM**PR #: **GF-2021-08-00714**Date: **08-31-2021**Section/End-User: **Noel C. Bustillo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DVBS a.III.b.I 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00		1,525.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
10	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
11	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
12	Envelope, Expanding, Plastic, Long	pc	6	54.00		324.00
13	Envelope, Expanding, with garter tie, brown, short	pc	12	11.00		132.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
15	Soap, Detergent, Liquid, 1 gal, any scent	gal	6	350.00		2,100.00
16	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
17	Tape, Double Sided, 1" x 10m	rolls	6	35.00		210.00
18	Tape, Double Sided, 3/4" x 10m	rolls	6	26.00		156.00
	TOTAL					17,336.00

Purpose: office use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	NOEL C. BUSTILLO	SANTIAGO T. PEÑA JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU