



PURCHASE REQUEST

Dept./Office: PDDL

PR #: GF-2021-10-01439

Date: 10-25-2021

Section/End-User: Victoria G. Palermo

Category: Office Supplies

Funding Source: General Fund - MOOE

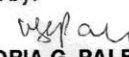
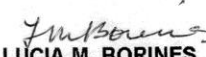
Project Title/Code: OVPREI-Diagnostic Lab. A. III.C

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	880.00		880.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	1	30.00		30.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00		14.00
5	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
6	Duster, Feather	pcs	1	56.00		56.00
7	Envelope, Expanding, plastic, A4	pc	10	59.00		590.00
8	Envelope, Expanding, Plastic, Long	pc	3	54.00		162.00
9	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
10	Envelope, Expanding, with garter tie, brown, short	pc	10	11.00		110.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
12	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	5	290.00		1,450.00
13	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
14	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
15	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	20	18.00		360.00
16	Folder, Morocco, Short, w/ plastic binder, Blue	pieces	12	15.00		180.00
17	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	120.00		240.00
18	Hand Towel, cloth, cotton, 12 pcs/pack	piece	2	258.00		516.00
19	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
20	Memo Notebooks, 60 leaves	pieces	1	22.00		22.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
22	Pen, Permanent Marker, black, fine tip	pieces	4	60.00		240.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Pen, Ball, blue	pieces	10	10.00		100.00
24	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
25	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
27	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
28	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
TOTAL						11,474.00

Purpose: For Laboratory Use

Checked by:		Funds Available:	
			
ALICIA M. FLORES		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	

Signature:	Requested by:	Noted by:	Approved by:
			
	VICTORIA G. PALERMO	LUCIA M. BORINES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU