



PURCHASE REQUEST

Dept./Office: **BIDANI**PR #: **GF-2021-09-01081**Date: **09-21-2021**Section/End-User: **Ernesto A. Gonzaga Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CB.ARD.01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
3	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
4	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00		180.00
5	Pen, Permanent Marker, green, broad tip	pieces	3	60.00		180.00
6	Pen, Permanent Marker, red, fine tip	pieces	3	60.00		180.00
7	Pen, Ball, blue	pieces	20	10.00		200.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
9	Pen, Whiteboard Marker, red	pieces	2	50.00		100.00
10	Pen, Whiteboard Marker, black	pieces	2	50.00		100.00
11	Pen, Whiteboard Marker, blue,	pieces	2	50.00		100.00
TOTAL						5,100.00

Purpose: office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ERNESTO A. GONZAGA JR.	CHRISTOPHER C. GALGO SR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU