



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-01014**Date: **09-16-2021**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Student Scholarships
Grants and Awards 2022 c/o ODS**

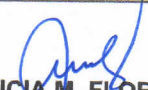
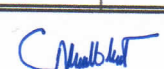
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
2	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
3	Envelope, Expanding, with garter tie, blue, long	pc	30	15.00		450.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	4	100.00		400.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
7	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
8	Puncher, Heavy Duty	pieces	1	450.00		450.00
9	Record Book, Big, 500 pages	pcs	5	115.00		575.00
10	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
11	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00

Specification:

Table Type

12	Staple wire remover, Plier type, Metal	piece	3	100.00		300.00
13	Staple Wire, #35	boxes	10	30.00		300.00
14	Sticky Note, 2 x 3, Yellow	pads	4	79.00		316.00
15	Sticky Note, 3 x 3, Yellow	pads	4	84.00		336.00
16	Sticky Note, 3 x 5, Yellow	pads	4	150.00		600.00
TOTAL						11,067.00

Purpose: Office Use

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