



## PURCHASE REQUEST

Dept./Office: **USSO**Section/End-User: **Junard C. Gucela**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-00788**Date: **09-03-2021**Category: **Office Supplies**Project Title/Code: **ODS-OISPS 2021 (Office of the Institutional Student Programs & Services)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>4 Layer File Tray (Office Organizer)</b>	unit	4	300.00		1,200.00
<b>Specification:</b>  ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	<b>7 in 1 set Office Supplies Organizer</b>	unit	3	300.00		900.00
<b>Specification:</b>  ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
3	<b>Acetate, transparent, guage #8, approx. 50m/roll</b>	rolls	1	2,940.00		2,940.00

4	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
5	Mouse Pad, Rubber	pad	2	250.00		500.00

**Specification:**

Size: Small (200x250mm)

Color: Black/ Dark Blue

6	Stamping Pad size 4	pieces	2	134.00		268.00
7	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
8	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
9	Toilet Brush with Holder	set	2	180.00		360.00
<b>TOTAL</b>						<b>8,458.00</b>

Purpose: For Office use

Checked by:  <b>DOREEN B. ALBA</b> TWG Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  <b>JUNARD C. GUCELA</b> END USER	Noted by:  <b>MANOLO B. LORETO JR.</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>EDGARDO E. TULIN</b> PRESIDENT, VSU