



PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **GF-2021-06-00323**Date: **06-10-2021**Section/End-User: **Lisa I. Arce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
2	Basin, Utility, Durable Plastic, Size: at least 16" 15 x 40.5cm, any Color	pcs	100	205.00		20,500.00
3	Cable Tie, 8", 100 pcs/pack	packs	50	70.00		3,500.00
Specification: 2.5 x 200mm (Width x length)						
4	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	4	198.00		792.00
5	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
6	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	2	550.00		1,100.00
7	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00		500.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	10	115.00		1,150.00
9	Laminating Film, Short, 100 shts/box, 250 microns	box	2	1,640.00		3,280.00
10	Meter Stick, wood	pcs	5	18.00		90.00
11	Net bags, fish net, 13" x 13"	pc	500	19.00		9,500.00
12	Pail, Plastic, 10 li cap.	pieces	10	200.00		2,000.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
14	Paper, Manila	pcs	30	6.00		180.00
15	Pen, Permanent Marker, black, broad tip	pieces	20	60.00		1,200.00
16	Pen, Ball, blue	pieces	20	10.00		200.00
17	Pen, Highlighter, yellow	pieces	10	45.00		450.00
18	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
19	Plastic bag (sando bag) 100 pc./pack medium	pack	5	65.00		325.00
20	Plastic polypropylene (PP) Bag	kgs	1	200.00		200.00
21	Plastic Twine, 1kl/roll	rolls	20	65.00		1,300.00
22	Record Book, Big, 300 pages	pcs	10	80.00		800.00
23	Staple wire remover	pieces	2	34.00		68.00

24	Staple Wire, #35	boxes	5	30.00		150.00
25	Stapler, HD No.35	pc	2	350.00		700.00
26	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	3	40.00		120.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

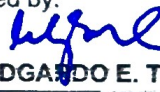
27	Sticky Note, 3 x 5, Yellow	pads	10	150.00		1,500.00
28	Storage box	pieces	1	650.00		650.00

Specification:

plastic storage box, max 120L capacity

29	Tape, Masking, 1" x 25 yards	rolls	50	48.00		2,400.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
TOTAL						72,555.00

Purpose: project use

Checked by:  NELLO D. GORNE		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  LISA I. ARCE	Noted by:  LISA I. ARCE	Approved by:  EDGARDO E. TULIN
Printed Name:	LISA I. ARCE	LISA I. ARCE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU