



PURCHASE REQUEST

Dept./Office: **HELV MU**PR #: **GF-2021-05-00156**Date: **05-26-2021**Section/End-User: **Vincent Paul C. Asilom**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MOTOR POOL-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	8	125.00		1,000.00
2	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	5	180.00		900.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
4	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
5	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
TOTAL						3,665.00

Purpose: For Motor Pool Services use

Checked by: <div style="text-align: center; margin-top: 10px;"> DOREEN B. ALBA TWG - Office Supplies </div>		Funds Available: <div style="text-align: center; margin-top: 10px;"> MYRNA S. PANCITO HEAD, BUDGET OFFICE </div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center; margin-top: 10px;"> VINCENT PAUL C. ASILOM END USER </div>	Noted by: <div style="text-align: center; margin-top: 10px;"> MARLON G. BURLAS UNIT HEAD, PROJECT LEADER </div>	Approved by: <div style="text-align: center; margin-top: 10px;"> EDGARDO E. TULIN PRESIDENT, VSU </div>