



09/03/2021
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PURCHASE REQUEST

Dept./Office: **BuO**PR #: **GF-2021-09-00759**Date: **09-03-2021**Section/End-User: **Mona Nena B. Geraldo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Budget-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
2	Chlorine Granules, 1kg/pack	packs	1	85.00		85.00
3	Correction Tape, 8m x 5mm wide	pc	12	40.00		480.00
4	Disinfectant Spray, 340g	can	5	465.00		2,325.00
5	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
6	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
7	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00		500.00
8	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	box	1	850.00		850.00

Specification:

Transparent Extension: 1/2"

Color: Clear (no color)

1 box contains 25 packs.

1 pack contains 2 pcs.

9	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
11	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
12	Pen, Highlighting, asstd color	pcs	3	25.00		75.00

Specification:

Highlighter, Stabilo boss asstd color

13	Pen, Sign, .5mm, Gel-type, Black	piece	24	35.00		840.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	36	35.00		1,260.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	6	35.00		210.00
16	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
17	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
18	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
19	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00

ap, hand, liquid, 250 ml	btls	5	135.00	675.00
Stapler, HD-# 10	pieces	1	100.00	100.00
TOTAL				30,035.00

Purpose: Office Supplies

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

MONA NENA B. GERALDO

Designation:

END USER

Noted by:

MYRNA S. PANCITO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU