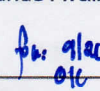




PURCHASE REQUEST

Dept./Office: **AccO**PR #: **GF-2021-09-00811**Date: **09-06-2021**Section/End-User: **Norieta B. Bustillo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ACCTG-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	38	125.00		4,750.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
6	Dust pan, plastic, stand-up handle, small	pc	1	75.00		75.00
7	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
8	Eraser, Rubber, high quality	pc	4	45.00		180.00
9	Fastener, Paper, non-rust metal, 50 sets/box	boxes	6	50.00		300.00
10	Folder, File, Long, 14pts, White	piece	300	10.00		3,000.00
11	Folder, File, Short, 14pts, White	piece	50	8.00		400.00
12	Folder, Pressboard, US, Green, Long	pcs	300	30.00		9,000.00
13	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00		105.00
14	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	4	140.00		560.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
16	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
17	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	3	70.00		210.00
18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
19	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
20	Plastic Twine, 1kl/roll	rolls	6	110.00		660.00
21	Record Book, Big, 500 pages	pcs	3	115.00		345.00
22	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Soap, Dishwashing Liquid Refill, 375ml	packs	6	15.00		90.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
24	Staple Wire, #35	boxes	12	30.00		360.00
25	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
26	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
27	Tape, Transparent, 12mm x 50m	rolls	6	68.00		408.00
28	Transparent Tape (1")	rolls	6	25.00		150.00
TOTAL						54,801.00
Purpose: For office use						
Checked by:  DOREEN B. ALBA TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	NORIETA B. BUSTILLO		NICK FREDDY R. BELLO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	