



## PURCHASE REQUEST

Dept./Office: **OIMD**PR #: **GF-2021-02-00038**Date: **02-24-2021**Section/End-User: **Rafael B. Vergara**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OIMD-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	22	125.00		2,750.00
2	Cleaner, Glass, 500mL, any scent	btls	21	198.00		4,158.00
3	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	70	140.00		9,800.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	45	195.00		8,775.00
<b>TOTAL</b>						<b>25,483.00</b>

Purpose: These are urgently needed for the office.

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**MYRNA S. PANCITO**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**RAFAEL B. VERGARA**

END USER

Noted by:

**NANCY D. ABUNDA**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU