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PURCHASE REQUEST

Dept./Office: **DDC**PR #: **GF-2021-08-00667**Date: **08-23-2021**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DevCom 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00		3,680.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically







Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	1	785.00		785.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	3	300.00		900.00
6	Gel Ink Sign Pen 0.5, black	pcs	5	25.00		125.00
7	Glue Pen, Clear, 50mL	tubes	4	25.00		100.00
8	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
9	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
10	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
11	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
12	Stapler, HD No.35	pc	1	350.00		350.00
13	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	40.00		80.00
14	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00
TOTAL						10,046.00

Purpose: for office use

Checked by:  DOREEN B. ALBA		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	LIZA ANN C. JAGONOS	CHRISTINA A. GABRILLO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU