



PURCHASE REQUEST

Dept./Office: **CAC**PR #: **STF-2021-04-00133**Date: **04-20-2021**Section/End-User: **Jude Nonie A. Sales**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OHCAC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	10	67.00		670.00
2	Coffee Maker	pc	1	1,200.00		1,200.00
Specification: • 8-10 Cups Black • Auto-drip Coffee Maker • 8-10 Cups Capacity • Thermo-glass Carafe • Reusable/Washable Filter • Water Level Indicator • Keepwarm Heating Plate • Pilot Light Indicator • 680 Watts						
3	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
4	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
5	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
6	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
7	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
8	EPSON PRINTER L4160	unit	1	15,000.00		15,000.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
10	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
11	Office Visitor's Chair	pcs	2	2,800.00		5,600.00
Specification: dimension, W61 X D51 X H84cm, Color Gray						

Office Visitor's Chair



Color

Fabric: Gray (OS-309)

Metal: Chrome

Item Material

Backrest: 13mm thick ply with 25mm thick foam cover with Polyester fabric.

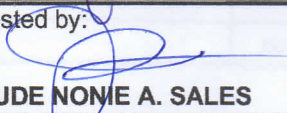
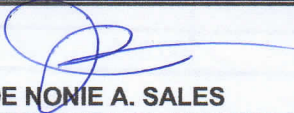
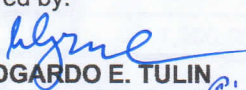
Seat: 13mm thick plywood with 50mm thick foam cover with Polyester fabric.

Leg: 19mm dia. x 1.2mm metal tube in chrome plating finish.

12	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
13	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00

14	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	20	38.00	760.00
15	Pencil, Charcoal	pieces	20	100.00	2,000.00
16	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	200.00
17	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00	70.00
18	Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	pack	10	65.00	650.00
TOTAL					32,841.00

Purpose: For office use

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