



PURCHASE REQUEST

PR #: GF-2021-09-00727

Date: 11-09-2021

Dept./Office: ODAS

 Category: Office Supplies and Other General
 Merchandise Products

Section/End-User: Aiza B. Besavilla

Project Title/Code: ODAS-2021

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	1	20.00		20.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
5	Envelope, Document, Brown, 150 lbs, Long	pc	3	7.00		21.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
7	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
8	Folder, Pressboard, US, Green, Long	pcs	10	30.00		300.00
9	Note Pad, 3" x 3", post-it, assorted colors	pads	5	35.00		175.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
11	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
12	Pen, Ball, black	pieces	1	10.00		10.00
13	Pen, Ball, blue	pieces	5	10.00		50.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00		175.00
15	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
16	Stapler, HD-# 10	pieces	1	100.00		100.00
17	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
TOTAL						12,363.00

Purpose: Office Use

Checked by:

 DOREEN B. ALBA

Funds Available:

 ALICIA M. FLORES

TWG - Office Supplies and Other General Merchandise Products

HEAD, BUDGET OFFICE

Signature: Printed Name: Designation:	Requested by: 	Noted by: 	Approved by: 
	AIZA B. BESAVILLA	RYSAN C. GUINOCOR	EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU