



PURCHASE REQUEST

Dept./Office: **CFES**Section/End-User: **Jesibel L. Muertigue**Funding Source: **General Fund - MOOE**PR #: **GF-2022-01-00015**Date: **01-17-2022**Category: **Office Supplies**Project Title/Code: **CFES-Higher Education (Petty Cash Fund)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	2	250.00		500.00
2	Disinfectant Spray, 170g	can	1	280.00		280.00
3	Duster, Feather	pcs	2	56.00		112.00
4	Empty Water Bottle (5 gallon), round, blue	pc	4	190.00		760.00
5	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	120.00		240.00
6	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
7	Liquid Hand Soap	gallon	1	500.00		500.00
8	Memo Notebooks, 60 leaves	pieces	1	22.00		22.00
9	Puncher, Heavy Duty	pieces	1	450.00		450.00
TOTAL						2,899.00

Purpose: For office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JESIBEL L. MUERTIGUE

END USER

Noted by:

DENNIS P. PEQUE

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU