



PURCHASE REQUEST

Dept./Office: **VSUCL**PR #: **STF-2021-10-01399**Date: **10-21-2021**Section/End-User: **Geraldine T. Baro**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OCL Library STF-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Book Cloth, Green, approx. 50m/roll	rolls	1	20,000.00	CRISANTO A. MAZO	20,000.00
2	Cartolina, Vellum, White, at least 180gsm	pcs	1000	35.00	CRISANTO A. MAZO	35,000.00
3	Pasteboard, #40, 26" x 38" (standard size)	sheets	128	70.00	CRISANTO A. MAZO	8,960.00
4	Special Haspi - Green -	meters	300	120.00	CRISANTO A. MAZO	36,000.00
	TOTAL					99,960.00

Purpose: Supplies for library/bindery services

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: GERALDINE T. BARO	Noted by: VICENTE A. GILOS	Approved by: EDGARDO E. TULIN
Printed Name:	GERALDINE T. BARO	VICENTE A. GILOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU