



## PURCHASE REQUEST

Dept./Office: **VSUCL**PR #: **STF-2021-10-01401**Date: **10-21-2021**Section/End-User: **Geraldine T. Baro**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **OCL Supplies MOOE--2021**

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	1600	35.00	CRISANTO A. MAZO	56,000.00
3	Special Haspi - Green -	meters	200	120.00	CRISANTO A. MAZO	24,000.00
	<b>TOTAL</b>					<b>100,000.00</b>

Purpose: For book repairs and office supplies

Checked by: <div style="text-align: center;">   <b>DOREEN B. ALBA</b>          TWG - Office Supplies       </div>		Funds Available: <div style="text-align: center;">   <b>ALICIA M. FLORES</b>          HEAD, BUDGET OFFICE       </div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;">   <b>GERALDINE T. BARO</b>          END USER       </div>	Noted by: <div style="text-align: center;">   <b>VICENTE A. GILOS</b>          UNIT HEAD, PROJECT LEADER       </div>	Approved by: <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>          PRESIDENT, VSU       </div>