



PURCHASE REQUEST

Dept./Office: **HELVMU**PR #: **GF-2021-05-00156**Date: **05-26-2021**Section/End-User: **Vincent Paul C. Asilom**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MOTOR POOL-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	8	125.00		1,000.00
2	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	5	180.00		900.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
4	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
5	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
	TOTAL					3,665.00

Purpose: For Motor Pool Services use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: VINCENT PAUL C. ASILOM	Noted by: MARLON G. BURLAS	Approved by: EDGARDO E. TULIN
Printed Name:	VINCENT PAUL C. ASILOM	MARLON G. BURLAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU