



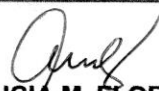
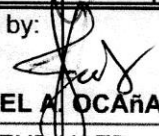
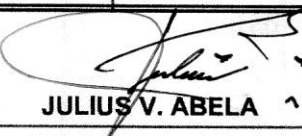
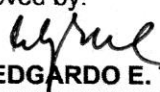
PURCHASE REQUEST

Dept./Office: **SSO**PR #: **GF-2021-08-00712**Date: **09-07-2021**Section/End-User: **Jemuel A. Ocaña**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OUDRRM --2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
5	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00		720.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00		105.00
10	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00
11	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
13	Floor Mop with wooden handle, heavy duty	pcs	1	240.00		240.00
14	Folder, Expanded, Long (Red)	piece	25	30.00		750.00
15	Folder, File, Long, 14pts, White	piece	25	10.00		250.00
16	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
17	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
18	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
19	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
20	Paper, Mimeo, WW, A4, S-20	ream	15	220.00		3,300.00
21	Paper, Mimeo, WW, Long, S-20	reams	10	228.00		2,280.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Paper, Mimeo, WW, Short, S-20	reams	5	192.00		960.00
23	Pen, Ball, black	pieces	10	10.00		100.00
24	Pen, Ball, blue	pieces	15	10.00		150.00
25	Pen, Ball, red	pieces	10	10.00		100.00
26	Pen, Highlighter, violet	pieces	2	47.00		94.00
27	Pen, Highlighter, yellow	pieces	3	45.00		135.00
28	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
29	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
30	Record Book, Big, 300 pages	pcs	10	80.00		800.00
31	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
32	Ruler, Plastic, 24"	pieces	2	35.00		70.00
33	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	5	65.00		325.00
34	Staple Wire, #35	boxes	3	30.00		90.00
35	Stapler, HD No.35	pc	2	350.00		700.00
36	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
37	Toilet Bowl Cleaner, at least 500ml	btl	3	180.00		540.00
	TOTAL					17,275.00

Purpose: For Office Supplies

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>uv</i> HEAD, BUDGET OFFICE <i>A.16</i>	
Signature: Printed Name: Designation:	Requested by:  JEMUEL A. OCAÑA END USER	Noted by:  JULIUS V. ABELA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU