



PURCHASE REQUEST

Dept./Office: **FARM I**PR #: **GF-2021-09-00922**Date: **09-09-2021**Section/End-User: **Vanessa May B. Milan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EFARM I.TP.UF 009**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
2	Folder, Expanded, Long (Light Blue)	pcs	10	20.00		200.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
4	Paper, Bond, Long, S-20, 70 gsm	reams	4	286.00		1,144.00
5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
6	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
7	Plastic bag (sando bag) 100pcs/pack large	pack	5	95.00		475.00
8	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	5	135.00		675.00
9	Plastic bag (sando bag) 100 pc./pack medium	pack	5	65.00		325.00
10	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	3	85.00		255.00
11	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
TOTAL						6,319.00

Purpose: For Farm and office Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: VANESSA MAY B. MILAN END USER	Noted by: DHENBER C. LUSANTA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU