



PURCHASE REQUEST

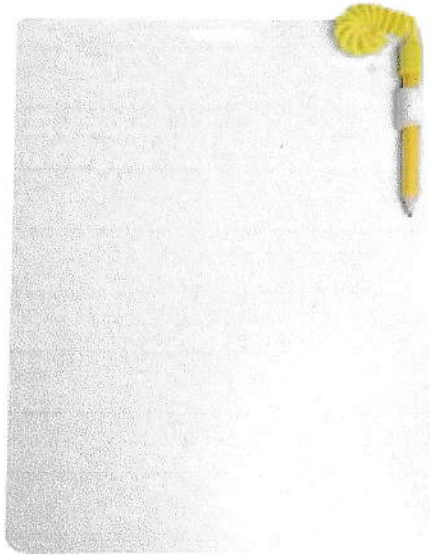
Dept./Office: **CAFS**PR #: **GF-2021-07-00460**Date: **07-12-2021**Section/End-User: **Sheila Mae A. Galvez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Basin, Utility, Durable Plastic, Size: at least 20" 17 x 50cm, any Color	pcs	2	290.00		580.00
2	Cotton, 400g	packs	2	165.00		330.00
3	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	2	195.00		390.00
5	Paper Bag, Brown, Medium #5	pack	10	120.00		1,200.00
6	Paper Bag, Plain Brown, Large #10	pack	10	150.00		1,500.00

Specification:



7	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
8	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
9	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
10	Paper, Manila	pcs	100	6.00		600.00
11	Pen, Permanent Marker, black, fine tip	pieces	20	60.00		1,200.00
12	Pen, Permanent Marker, blue, fine tip	pieces	20	60.00		1,200.00
13	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
14	Record Book, Big, 300 pages	pcs	4	80.00		320.00
15	Slate Board, 11" x 8.5" size	pc	2	400.00		800.00

Specification:

Slate board - 11" x 8.5" size

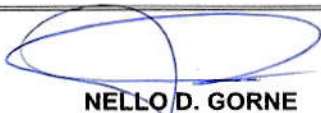
16	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
17	Stainless Blade	boxes	1	200.00		200.00

Specification:

18	Staple Wire, #35	boxes	1	30.00		30.00
19	Stapler, HD No.35	pc	2	350.00		700.00
20	Tape, Masking, 3/4" x 25 yards	rolls	25	36.00		900.00
21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00		3,060.00
22	Wood Blocks, small (1.25") size	pc	30	25.00		750.00

Specification:

Wood blocks - 1.25" size

TOTAL					30,860.00
Purpose: To be used in the office and Laboratory					
Checked by:			Funds Available:		
 NELLO D. GORNE			 MYRNA S. PANCITO		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	 SHEILA MAE A. GALVEZ	 VICTOR B. ASIO		 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	