



PURCHASE REQUEST

Dept./Office: **DBS**PR #: **STF-2021-03-00087**Date: **03-30-2021**Section/End-User: **Beatriz S. Belonias**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ISR.CAS.BS-11**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00	BEATRIZ S. BELONIAS	220.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00	BEATRIZ S. BELONIAS	375.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	2	28.00	BEATRIZ S. BELONIAS	56.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00	BEATRIZ S. BELONIAS	40.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	1	70.00	BEATRIZ S. BELONIAS	70.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00	BEATRIZ S. BELONIAS	42.00
7	Correction Tape, 8m x 5mm wide	pc	3	40.00	BEATRIZ S. BELONIAS	120.00
8	Folder, Pressboard, US, Blue, Short	piece	5	29.00	BEATRIZ S. BELONIAS	145.00
9	Folder, Pressboard, US, Green, Long	pcs	5	30.00	BEATRIZ S. BELONIAS	150.00
10	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00	BEATRIZ S. BELONIAS	115.00
11	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00	BEATRIZ S. BELONIAS	115.00
12	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	1	165.00	BEATRIZ S. BELONIAS	165.00
13	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	1	165.00	BEATRIZ S. BELONIAS	165.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00	BEATRIZ S. BELONIAS	1,265.00
15	Pen, Permanent Marker, black, fine tip	pieces	3	60.00	BEATRIZ S. BELONIAS	180.00
16	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00	BEATRIZ S. BELONIAS	180.00
17	Pen, Ball, black	pieces	5	10.00	BEATRIZ S. BELONIAS	50.00
18	Pen, Ball, blue	pieces	10	10.00	BEATRIZ S. BELONIAS	100.00
19	Pencil, Lead, #2, w/ eraser	pieces	5	10.00	BEATRIZ S. BELONIAS	50.00
TOTAL						3,603.00

Purpose: For project research office, laboratory and field sampling supplies

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