



PURCHASE REQUEST

Dept./Office: **DCE**PR #: **GF-2021-05-00166**Date: **05-11-2021**Section/End-User: **Maria Precilla P. Balo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DCE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
2	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
3	Pen, Highlighting, asstd color	pcs	4	25.00		100.00
Specification: Highlighter, Stabilo boss asstd color						
4	Soap, hand, liquid, 250 ml	btls	2	90.00		180.00
5	Soap, Toilet, guest size	pieces	5	15.00		75.00
6	Toilet Bowl Cleaner, at least 1 gallon	gal	1	370.00		370.00
7	Transparent Tape (1")	rolls	2	25.00		50.00
8	Transparent Tape (2")	rolls	2	40.00		80.00
9	Wet and dry vacuum cleaner	pc	1	5,000.00		5,000.00
TOTAL						10,155.00

Purpose: For Office Supplies

Checked by: <div style="text-align: center; margin-top: 10px;"> DOREEN B. ALBA TWG - Office Supplies </div>		Funds Available: <div style="text-align: center; margin-top: 10px;"> MYRNA S. PANCITO HEAD, BUDGET OFFICE </div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center; margin-top: 10px;"> MARIA PRECILLA P. BALO END USER </div>	Noted by: <div style="text-align: center; margin-top: 10px;"> EPIFANIA G. LORETO UNIT HEAD, PROJECT LEADER </div>	Approved by: <div style="text-align: center; margin-top: 10px;"> EDGARDO E. TULIN PRESIDENT, VSU </div>