



PURCHASE REQUEST

Dept./Office: **TVET**PR #: **GF-2021-09-00977**Date: **09-13-2021**Section/End-User: **Ronillo V. Cano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **TVET 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btl	10	140.00		1,400.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	4	30.00		120.00
3	Correction Pen, rolling ball-metal tip	pc	4	220.00		880.00
4	Envelope, Expanding, with garter tie, blue, long	pc	30	15.00		450.00
5	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
7	Pen, Ball, black	pieces	25	10.00		250.00
8	Pen, Ball, blue	pieces	25	10.00		250.00
9	Ruler, Plastic, 12"	pieces	4	15.00		60.00
10	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
11	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	6	85.00		510.00
12	Staple Wire, #35	boxes	5	30.00		150.00
13	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
14	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
TOTAL						6,586.00

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SEP 22 2021

BY:

Purpose: for office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

for: 9/20 ALICIA M. FLORES

OIC HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	RONILLO V. CANO	ANTONIO P. ABAMO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU