



## PURCHASE REQUEST

Dept./Office: **ODIE**PR #: **STF-2021-10-01460**Date: **10-29-2021**Section/End-User: **Ma. Rachel Kim L. Aure**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ODIE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #10, approx. 4' x 50m	rolls	7	3,200.00		22,400.00
<b>Specification:</b> good quality						
<b>TOTAL</b>						<b>22,400.00</b>
Purpose: Urgently needed for the opening of face to face classes this coming January 2021.						
Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	 <b>MA. RACHEL KIM L. AURE</b>		 <b>MA. RACHEL KIM L. AURE</b>		 <b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	