



PURCHASE REQUEST

Dept./Office: **ODIE**PR #: **GF-2021-03-00048**Date: **03-01-2021**Section/End-User: **Ma. Rachel Kim L. Aure**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODIE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	9	140.00		1,260.00
2	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00
3	Paper Cutter HD, size 15x12", brown	pieces	1	900.00		900.00
TOTAL						3,135.00

Purpose: Urgently needed for the office.

Checked by: <div style="text-align: center;">DOREEN B. ALBA TWG - Office Supplies</div>		Funds Available: <div style="text-align: center;">MYRNA S. PANCITO HEAD, BUDGET OFFICE</div>	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;">MA. RACHEL KIM L. AURE END USER</div>	Noted by: <div style="text-align: center;">MA. RACHEL KIM L. AURE UNIT HEAD, PROJECT LEADER</div>	Approved by: <div style="text-align: center;">EDGARDO E. TULIN PRESIDENT, VSU</div>