

DATE: 11/13/2020 46
 TIME: 2:30
 REC'D BY: [Signature]

PURCHASE REQUEST

Entity Name: _____ Fund Cluster: _____ *NHTU-Listahanan*

Office/Section: PPD PR No.: 2020-11-2148 Date: November 9, 2020
NHTU-Listahanan Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Sign Pen, Black 0.3mm needle tip	48	95	4,560.00
2	units	CALCULATOR, compact, 12 digits, Solar	5	900	4,500.00
3	rolls	Duct Tape	5	308	1,540.00
4	bots	CLEANER, TOILET BOWL AND URINAL, 900ml-100C	8	600	4,800.00
5	rolls	TAPE, MASKING, width: 24mm (±1mm)	50	50	2,500.00
6	rolls	TAPE, PACKAGING, width: 48mm (±1mm)	50	80	4,000.00
7	pcs	Expanded Plastic Envelop Long	200	100	20,000.00
8	pcs	Trash Bag	100	10	1,000.00
9	pcs	Folder Long (red)	140	15	2,100.00
10	pcs	Folder Long (yellow)	140	15	2,100.00
11	pcs	Folder Long (Green)	140	15	2,100.00
12	pcs	Folder Long (Pink)	140	15	2,100.00
13	bots	INK CART, EPSON C13T664100 (T6641) Black	20	600	12,000.00
14	bots	INK CART, EPSON C13T664200 (T6642) Cyan	10	600	6,000.00
15	bots	INK CART, EPSON C13T664300 (T6643) Magenta	10	600	6,000.00
16	bots	INK CART, EPSON C13T664400 (T6644), Yellow	10	600	6,000.00
17	Units	Printer 3 in 1 Print, Scan, Copy, Fax	3	14900	44,700.00
		***** nothing follows *****			
					126,000.00

Purpose:
For the use of NHTS Office Quarterly Supplies and Materials from Jan to December 2021

<p>Requested by:</p> <p>Signature: </p> <p>Printed Name: RYAN A. DE LA GENTE</p> <p>Designation: OIC-PPD Chief</p>	<p>Approved by:</p> <p>Signature: </p> <p>MA. EVELYN B. MACAPOBRE Regional Director</p>
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