

# PURCHASE REQUEST

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section: <u>SOC PEN</u>		PR No.: <u>PR # 2020-11-2175</u>	Date: <u>November 13, 2020</u>		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Bottle	Alcohol 70% Solution Antiseptic Disinfectant with			
2	Box	Moisturizer 250ml in Spray Bottle	30	115.00	3,540.00
3	Pcs.	Ballpen Black 0.5 Neo	20	65.00	1,300.00
4	Box	Brown Envelope Long	500	3.90	1,950.00
5	Pcs.	Face Mask Earloop 3ply	20	150.00	3,000.00
6	Rolls	Katcha Foldable Bag Handle and Zipper	40	120.00	4,800.00
7	Rolls	Masking Tape 48mm 2 inch	10	40.00	400.00
8	Box	Packing Tape 48mm 2inch Brown	10	45.00	450.00
9	Box	Paper Clip Big Vinyl Coated	16	25.00	400.00
10	Pcs.	Pencil No. 2 12s/Box	15	135.00	2,025.00
11	Pcs.	Sako Bag small	15	50.00	750.00
12	Rolls	Sako Bag small	15	50.00	750.00
13	Rolls	Stapler Heavy Duty	25	250.00	6,250.00
14	Pcs.	Stamping Pad #3	35	30.00	1,050.00
15	Pcs.	Scissor Big	8	55.00	440.00
16	Box	Storage Box/Canister L120 Blue, Black, White	50	1,200.00	60,000.00
		Zip Lock Plastic 50's per Box Medium	5	118.14	590.70

FINANCE VERIFICATION  
**FUND AVAILABLE**  
 BUDGET SEL  
 DATE: 4/29/2020  
 REF: 320103100021000 SPP DRFCU

32010410001000 (A/Cs) 02-2020-VI-1  
 dtd 2/6/2020 - 30200010 - P 129.30  
 32010410001000 (combined paper) 02-  
 2020-VI-324 dtd payment 2/12/2020 P 19,872.70  
 \*\*\*\*\*Nothing Follows\*\*\*\*\*

**DSD FIELD OFFICE VI**  
 BIDS & AWARDS COMMITTEE  
 IP: 2020-11-1034  
 IBAL: \_\_\_\_\_  
 DATE PWD: \_\_\_\_\_  
 PWD BY: \_\_\_\_\_

**TOTAL AMOUNT** 32010410002000 (PwD/OP)  
 02-2020-VI-7 dtd 2/12/20  
 SD 2999 96-02 -> 10,931.00  
**87,065.70**

Purpose: Purchased of Office Supply for the use of PROTECTIVE SERVICES DIVISION

Requested by: HAYDEE C. CANILLA  
 Signature: [Signature]  
 Printed Name: HAYDEE C. CANILLA  
 Designation: SWO IV-PSD CHIEF

Approved by: MA. EVELYN B. MACAPOBRE, CESO III  
 Signature: [Signature]  
 Designation: Regional Director

**ADA VERONICA C. GREGIA**  
 PDS III