

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: **CBS-SOCPEN**

PR No.: **2020-11-2216**

Date: **November 19, 2020**

Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Box	Ballpen Black(50/box)	6	500	3000
	Box	Face Mask 3 ply Earloop (50/box)	13	100	1300
	Bottle	Alcohol (500ml)	50	80	4000
	Piece	Ordinary Clear Plastic Envelope A4	295	10	2950
	Packs	Notebook 20 Lines	60	50	3000
	Ream	Bondpaper Long	20	220	4400
	Ream	Bondpaper A4	20	170	3400
	Piece	Certificate Holder (A4)	45	50	2250
	Box	Pencil No.2	10	85	850
	Piece	Yellow Folder (long)	146	5	730
	Piece	Glue 240 ml	1	95	95
	Piece	Double Sided Tape 1/2 Inch Wide	3	30	90
	Piece	Correction Tape	5	15	75
	Box	Permanent Marker (Broad and Fine, 12/Box)	2	450	900
	Pack	Sticker Paper (Long)	5	50	250
	Ream	Brown Envelope (A4)	3	100	300
	Pack	Special Paper(Rose Pink) - A4	20	60	1200
	Piece	Scissor (8 inches long)	3	70	210
	Piece	Highlighter Pen	3	40	120
	Piece	Scotch Tape 1X50M	3	60	180
GRAND TOTAL					29,300.00

PSWD FIELD OFFICE VII
 BIDS & AWARDS COMMITTEE
 2020-11-10-76
 DATE PROC. _____
 RECD BY: _____

ADA VERONICA C. GREGIA
 PDU III

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 11/20/2020
 REF: 1010310001000 CPD DRE CY

Purpose: For use during the conduct of Year-End Program Implementation Review cum Social Pension Information Training (Offline Version).

RA 11465 GAA CY 2020 December 7-11, 2020
 50202010

Requested by:

Approved by:

Signature: *Haydee C. Canilla*
 Printed Name: **HAYDEE C. CANILLA**
 Designation: **SWO IV-OIC Division Chief**

Signature: *Ma. Evelyn B. Macapobre*
 Printed Name: **MA. EVELYN B. MACAPOBRE, CESO III**
 Designation: **Regional Director**