

PURCHASE REQUEST

12/11/2020

Entity Name: _____

Fund Cluster: 1

Office/Section: SOC PEN PR No.: 2020-12-2378 Date: December 7, 2020
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Bottle	Alcohol 70% Solution Antiseptic Disinfectant with	40	120.00	4,800.00
2	Box	Moisturizer 250ml			
		Ballpen Black 0.5 Neo	138 <i>pc</i>	72.00	9,864.00
3	Pcs.	Brown Envelope Long	359 <i>pc</i>	3.90	1,399.10
4	BOXES	Binder Clips big 2 inch	50	80.00	4,000.00
5	BOXES	Binder Clips Small(1 1/3 mm	50	20.00	1,000.00
6	BOXES	Binder clip 1"	50	27.00	1,350.00
7	Pcs.	Certificate Holder Legal Size	125	120.00	15,000.00
8	Pcs.	Expanded Brown Envelope	110	25.00	2,750.00
9	Box	Face Mask Earloop 3ply	70	115.00	8,050.00
10	Box	Filling Box Legal Size	50	35.00	1,750.00
11	PIECES	Highlighter Pen (Neon Yellow Green)	30	44.00	1,320.00
12	Rolls	Masking Tape 48mm 2 inch	30	48.00	1,440.00
13	Rolls	Packing Tape 48mm 2inch Brown	30	30.00	900.00
14	Box	Paper Clip Big Vinyl Coated	30	25.00	750.00
15	Box	Pencil No. 2 12s/Box	30	80.00	2,400.00
16	Pcs.	Stapler Heavy Duty	100	350.00	35,000.00
17	Pcs.	Stamping Pad #3	30	35.00	1,050.00
18	Pcs.	Storage Box/Canister L120 Blue, Black, White	111 <i>pc</i>	1,100.00	122,100.00
19	Box	Label Works Tape	30	398.59	11,957.70

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: _____
 REF: 320103400001000 SPP

*****Nothing Follows*****

OSWD FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE
 2020-12-1130
 DATE PAID: _____
 RECEIVED BY: _____

TOTAL AMOUNT

226,522.70

REF: 320103400001000 SPP PRF CONTG. 3210410001000 (combined program)
 RA 11260 GAFA CY 2019 02-2020-12-21-11-324 dt 7/21
 2020 3010-00 -> 218,590.00

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

Requested by: Haydee C. Canilla
 Signature: _____
 Printed Name: **HAYDEE C. CANILLA**
 Designation: **SWO IV-PSD CHIEF**

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