

Raynor

sample picture
from p/ supplemental
Appendix 60
DATE: 12/15/2020
TIME: 11:03
REC'D BY: +

PURCHASE REQUEST

Entity Name: DSWD FO VI

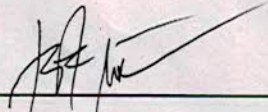
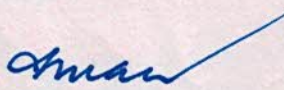
Fund Cluster: _____

Office/Section: <u>TARA</u>	PR No.: <u>2020-12-2396</u>	Date: <u>December 10, 2020</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
OFFICE SUPPLIES EXPENSES					
	bottles	70% Alcohol with Mooisturizer 500ml	90	95.00	8,550.00
	box	Disposable surgical face mask 3ply (50 pcs) per box - picture	40	400.00	16,000.00
	pcs	Correction tape (8m)	120	25.00	3,000.00
	box	Fastener Plastic Pf507 7cm 2in 50s A	20	54.00	1,080.00
	pcs	Whiteboard Marker Wbmk Black Bullet	50	67.00	3,350.00
	pcs	Permanent Marker (Broad) (Black)	50	67.00	3,350.00
	doz	Gel Impact 1.0 (Black/Blue)	4	1,260.00	5,040.00
	ream	Bond Paper Short (Sub 20); (80 GSM)	100	225.00	22,500.00
	ream	Bond Paper A4 (Sub 20) (80 GSM)	200	225.00	45,000.00
	ream	Bond Paper long (Sub 20) (80 GSM)	40	245.00	9,800.00
	pcs	Scissors (6 inch)	10	60.00	600.00
	pcs	Highlighter (Yellow)	29	35.00	1,015.00
	pcs	Highlighter (Blue)	29	35.00	1,015.00
	box	Pencil with Eraser No. 2 12/box	50	35.00	1,750.00
	pcs	Record Book 200pp 6. 75x11.40	30	45.00	1,350.00
	doz	Tissue Paper 2 Ply Sheet	30	130.00	3,900.00
	box	Binder Clip 1-1/4" inches 12 pcs/box	30	30.00	900.00
	pcs	White Folder Long	200	7.50	1,500.00
	pcs	Brown Envelope Long	200	6.00	1,200.00
	pcs	Plastic envelope with handle (Assorted)	50	85.00	4,250.00
	box	Paper Clip (50mm) 100 pcs per box	50	25.00	1,250.00
	box	Ballpen Black (0.5)	70	120.00	8,400.00
	pcs	Certificate Holder (Plastic, A4)	50	40.00	2,000.00
	box	Staple Wire (#35)	50	35.00	1,750.00
	roll	Manila Paper (1 roll/24 sheets)	25	125.00	3,125.00
	pcs	Stapler No. 35 Hd150 Blue	5	465.00	2,325.00
	roll	Cartolina 1 roll 10 pcs (Yellow/Light Blue)	25	70.00	1,750.00
	pack	Sticky Note #654 3x3in Yellow 100s	25	60.00	1,500.00
	pack	Special Paper A4	40	60.00	2,400.00
	pcs	Double sided tape	20	50.00	1,000.00
	pcs	Scotch tape 2"	20	50.00	1,000.00
	pcs	Packing tape 2"	15	50.00	750.00
	bottles	Glue 250ml	40	80.00	3,200.00
				TOTAL:	165,600.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 12/14/2020
 REF: 5000001000 TARA-DMP
 RA 11425 CA 9/2020
 50203010

Purpose: Purchase of office supplies expenses C.Y 2020

Requested by:	<u>DSWD FIELD OFFICE VI</u>	Approved by:	
Signature:		Signature:	
Printed Name:	<u>RAYNER JUDE F. LOBATON, RSW</u>	Printed Name:	<u>MA. EVELYN B. MACAPOBRE, CESO III</u>
Designation:	<u>SWO III/TARA Focal Person</u>	Designation:	<u>Regional Director</u>

2020-12-143
 ADA VERONICA C. GRECIA
 PDO III