

PURCHASE REQUEST

Entity Name: DepEd ,Division Office

Fund Cluster: _____

Stock/ Property No.		Unit	Item Description	Quantity	Unit Cost	Total Cost
			PR No.: PR No. 2019-03-068	Date: 3-25-2019		
			Responsibility Center Code : _____			
1	can		AIR FRESHNER, AEROSOL, 280ML/1 SOG MIN.	12	158.00	1,896.00
2	bot		ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	72	60.00	4,320.00
3	box		CONTINUOUS FORM, 3 PLY, 280 x 241 mm, carbonless	6	688.00	4,128.00
4	pad		NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	23	37.00	851.00
5	pad		NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	7	64.00	448.00
6	pad		NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	7	47.00	329.00
7	rm		PAPER MULTICOPY, 80grm, size: 216mm x 330mm A4	192	170.00	32,640.00
8	rm		PAPER, MULTICOPY, legal	53	200.00	10,600.00
9	rm		PAPER, PARCHMENT, size: 210 x 297mm, multi-	7	110.00	770.00
10	pack		BATTERY, dry cell, AA, 2 pieces per blister pack	9	35.00	315.00
11	pack		BATTERY, dry cell, AAA, 2 pieces per blister pack	2	35.00	70.00
12	box		STAPLE WIRE, standard, 23/ 13	2	50.00	100.00
13	box		STAPLER Heavy Duty	7	100.00	700.00
14	pc		STAPLER Heavy Duty with remover	9	120.00	1,080.00
15	roll		TAPE, TRANSPARENT, width: 24mm (+1mm)	12	15.00	180.00
16	jar		GLUE, all purpose, gross weight: 200 grams min	6	75.00	450.00
17	pc		Tape Packaging 48mm	6	30.00	180.00
18	pc		Certificate holder (with two side sEts or open)	25	35.00	875.00
19	pc		Bathroom soap White	4	25.00	100.00
20	pc		Bathroom solid freshener	3	45.00	135.00
21	bot		CLEANERTOILET BOWL AND URINAL, 900ml-	14	150.00	2,100.00
22	can		CLEANSER, SCOURING POWDER, 350g min.Jean	3	35.00	105.00
23	bar		DETERGENT BAR, 140 grams as packed	3	9.00	27.00
24	pack		DETERGENT POWDER, all purpose, 57grams	12	8.00	96.00
25	pc		DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	170	28.00	4,760.00
26	pc		WIRELESS Mouse	3	300.00	900.00
27	pc		DATA FILE BOX, made of chipboard, with closed ends	10	120.00	1,200.00
28	pc		DATA FOLDER, 5x15x9 blue	70	135.00	9,450.00
29	pair		SCISSORS, symmetrical, blade length: 65mm min	4	35.00	140.00
30	pc		TAPE DISPENSER, TABLE TOP, for 24mm width tape	3	75.00	225.00
31	cart		INK CART, HP CZ 107AA, (HP678), Black	3	390.00	1,170.00
32	cart		INK CART, HP CZ 108AA, (HP678), Tricolor	3	390.00	1,170.00
33	bot		Refill Ink Bottle Black	10	150.00	1,500.00
34	bot		Genuine Epson Refill (Black)	20	385.00	7,700.00
35	cart		Ink Cart, HP 704 Black	10	390.00	3,900.00
36	cart		Ink Can, HP 704 Colored	10	390.00	3,900.00
37	cart		Canon Ink Toner Cartridge I2A	3	1,320.00	3,960.00
38	pc		SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	106	39.00	4,134.00
39	pc		SIGN PEN, BLUJE, liquid/gel ink, 0.5mm needle tip	106	39.00	4,134.00
40	box		PAPER FASTENER	6	85.00	510.00
41	pcs		Ballpen Black	12	10.00	120.00
42	pc		Liquid, Hand Soap, 500ml	6	100.00	600.00
43	bot		Dishwashing liquid. 300ml	6	50.00	300.00
44	pc		Dishwashing paste	6	50.00	300.00
45	pc		Keyboard	8	330.00	2,640.00
46	book		Record Book 500 pages blue/white color	5	158.00	790.00
47	Unit		External Hat dripe ITB	2	3000.00	6,000.00
48	roll		Duct Tape Small	3	190.00	570.00
49	roll		Duct Tape medium	3	210.00	630.00
50	roll		Duct Tape big	3	220.00	660.00
51	pack		Vellum Paper arA4	20	90.00	1,800.00
52	pc		LQ 300+II ribbon cartridge	10	85.00	850.00
53	pc		LQ 3 10 ribbon cartridge	10	85.00	850.00
54	pcs		Door mat Cotton	6	50.00	300.00
55	pack		Sticker Paper 10/pack	3	120.00	360.00
Total						128,018.00
Purpose: Common office supplies- 2nd quarter						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Requested by: _____</p> <p>Signature : _____</p> <p>Printed RAUL E. GACUS</p> <p>Designatio A.O V</p> </div> <div style="width: 45%;"> <p>Approved by: _____</p> <p>DEE D. SILVA,DPA, CESO V</p> <p>SCHOOLS DIVISION SUPERINTENDENT</p> </div> </div>						