

**PURCHASE REQUEST**

Entity Name: DepEd ,Division Office

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

_____		<b>PR No.: PR No. 2019-03-071</b>			<b>Date: 3-28-2019</b>
_____		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	bot	Alcohol ethyl, 70%	67	60.00	4,020.00
2	box	Continuous Form carbonless, 3 ply	2	720.00	1,440.00
3	rm	Paper Multi purpose A4 70gsm	212	200.00	42,400.00
4	rm	Paper Multi purpose legal 70gsm	100	220.00	22,000.00
5	rm	Short Bond Paper	30	137.00	4,110.00
6	pack	Detergent Powder, all purpose lkg	7	45.00	315.00
7	pcs	Data File Box, made of chipboard, with close ends	7	100.00	700.00
8	pcs	Data Folder made of chipboard with ring	51	120.00	6,120.00
9	pc	White Board 4x8	1	1,980.00	1,980.00
10	pack	Sticker Paper	10	150.00	1,500.00
11	cart	Toner Cartridge FAX L170	4	1,650.00	6,600.00
12	bundle	Rag, all cotton 1 kilo	2	65.00	130.00
		<b>Total</b>			<b>91,315.00</b>
Purpose: Common office supplies- 1st quarter (Re-PR)					
_____					
_____					
Requested by:			Approved by:		
Signature : _____			_____		
Printed <b>RAUL E. GACUS</b>			<b>DEE D. SILVA,DPA, CESO V</b>		
Designatio A.O V			SCHOOLS DIVISION SUPERINTENDENT		