ACPC

PURCHASE REQUEST

Entity Name: ACPC

Fund Cluster: 101

Office/Section: ADMIN

PR No.: 2023-08-401

Responsibility Center Code :

Date: 8/14/23

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	BALLPEN, black	300	10.00	3,000.00
	pack	BATTERY, dry Cell, size AA	50	25.00	1,250.00
	pack	BATTERY, dry cell, AAA	50	25.00	1,250.00
	piece	COLOR INDEX TAB, self-adhesive, PL15	100	40.00	4,000.00
	piece	FOLDER with Tab, Legal	500	7.00	3,500.00
	piece	GLUE STICK, All-purpose 15g	100	50.00	5,000.00
	piece	MARKER, permanent, black	30	50.00	1,500.00
	pad	NOTE PAD, stick on, 3" x 3"	50	50.00	2,500.00
	piece	NOTEBOOK, stenographer	30	15.00	450.00
	ream	PAPER, MULTICOPY, A4, 80 gsm	100	150.00	15,000.00
	ream	PAPER, MULTICOPY,Legal, 80 gsm	50	200.00	10,000.00
	pack	PARCHMENT PAPER, A4, 80 gsm, 100 sheets, matte	5	100.00	500.00
	piece	PUNCHER, paper, heavy duty	10	300.00	3,000.00
	piece	RING BINDER, plastic, 12mm, black	20	40.00	800.00
	piece	RING BINDER, plastic, 22mm, black	10	70.00	700.00
	piece	RULER, Plastic, 12"	10	20.00	200.00
	piece	SCISSORS	20	70.00	1,400.00
	piece	SIGN PEN, Extra fine tip, black, 1.0	20	80.00	1,600.00
	pack	SPECIALTY BOARD PAPER, 10 sheets/pack, matte, 200 gsm (White)	20	55.00	1,100.00
	box	STAPLE WIRE, standard, no. 35	30	50.00	1,500.00
	piece	STAPLER, Heavy Duty, No. 35	10	250.00	2,500.00
	pack	STICKER PAPER, matte, A4, 10	10	65.00	650.00
	piece	STORAGE BOX, 16x12x12, kraft	50	120.00	6,000.00
	piece	TAPE DISPENSER, Table Top	5	80.00	400.00
	roll	TAPE, TRANSPARENT, 24mm	50	15.00	750.00
	roll	TAPE, MASKING, 24mm	20	65.00	1,300.00
	roll	TAPE, MASKING, 48mm	30	130.00	3,900.00
	roll	TWINE, plastic	3	70.00	210.00
	pack	TRASHBAG, Small size	50	30.00	1,500.00
	pack	TRASHBAG, XXL size	50	150.00	7,500.00
	piece	WASTEBASKET, plastic	30	40.00	1,200.00
		Funds availability			
		CYNTHIA Q. POLICIOS			
		Chief Administrative Officer			
					84,160.00

Purpose: Office Supplies for 3rd Quarter.

Requested by:

Signature :

Printed Name : Emmalyn J. Guinto

Designation : OIC-Admin Division

Approved by:

JOCELYN ALMA R. BADIOLA

Executive Director

TN: gsd48836