

Standard Form Number: SF-0000-01  
 Revised on: May 26, 2008  
 Standard Form Title: Purchase Request

**PURCHASE REQUEST**

**OFFICE OF THE SANGGUNANG PANTALAWIGAN**

Agency/Procuring Entity: 62,799.41

Department: HON. CHRISTIAN VICTOR S. BOLOSS III OFFICE

PR No. \_\_\_\_\_

Date: August 24, 2021

Section: \_\_\_\_\_

SAI No. \_\_\_\_\_

Date: \_\_\_\_\_

*phprcgou-719*

STOCK NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT Cost	TOTAL COST
<b>Common Use Office Supplies:</b>					
1	Ballpen GT-8 Gel pen	20	pcs	22.50	450.00
2	Correction Tape 20mm	20	pcs	101.78	2,035.60
3	Paper, Multicopy, S20 - A4	30	ream	351.45	10,543.50
4	Paper, Multicopy, S20 - long	15	ream	404.63	6,069.45
5	Photo Paper A4 size 20s	15	pack	196.00	2,940.00
6	Photo Sticker A4	15	pack	218.75	3,281.25
7	Tape Transparent - 1"	15	roll	40.50	607.50
<b>Housekeeping Supplies:</b>					
8	Air freshener 500ml (spray)	20	bottle	280.00	5,600.00
9	Alcohol, (Isoprophyl 70%), 500ml	35	bottle	102.57	3,589.95
10	Disinfectant spray 510g lemon flavor	25	bottle	562.50	14,062.50
11	Detergent powder 1kl	6	pack	143.41	860.46
12	Garbage Bag 11*11*24 DW Trash Bag 10's medium	20	pack	92.96	1,859.20
13	Glass Cleaner (500ml) with sprayer	20	bottle	187.50	3,750.00
14	Toilet bowl cleaning solution 1L	10	bottle	115.00	1,150.00
15	Toilet paper, 300's 4ply 12 roll	10	pack	210.00	2,100.00
16	Trash, cellophane hand bag XL 50's White	30	pack	130.00	3,900.00
<b>TOTAL</b>					<b>62,799.41</b>

**PROVINCIAL BUDGET OFFICE**  
**PROVINCE OF BOND**  
 CONTROL NO. 1254 REC'D BY: [Signature] DATE: 8/24/21  
 EXAMARK NO. 2417 / VALID UNTIL: 12/31/21  
102114  
 EXPENSE CODE 50203010 AMOUNT 62,799.41  
1010-040  
 FUND SOURCE GF CONTROL PER [Signature] DATE 12/31/21  
**DETERMINED BY**  
[Signature]

By LOT

Time of Delivery: 3 working days upon receipt of P.O.  
 Place of Delivery: HON. CHRISTIAN VICTOR S. BOLOSS III OFFICE  
 Purpose: For Office use at the the HON. CHRISTIAN VICTOR S. BOLOSS III OFFICE

Requested by:	Cash Availability	Approved:
Signature: <u>[Signature]</u>		<b>BY THE AUTHORITY OF TREYICE GOVERNOR</b> <u>[Signature]</u> <b>MATTHEW S. NEMENZO</b> <b>BOARD SECRETARY V</b>
Printed Name: CHRISTIAN VICTOR S. BOLOSS III	EUSTAQUIO A. SOCORIN	RENE LOPEZ RELAMPAGOS