

## MISC. SUPPLIES REQUEST

October 27, 2017 09:18:21 AM

REQUEST ID: R252-20171027-180

REQUEST BY: IRENE ROSINA

RECEIVING CLERK

OFFICE: STOREROOM

DETAILS: For Admin executive 12 black 12 Red 12 Blue



| Particular                | Hand Quantity | Quantity | Unit | Cost      | Total        | Vendor    |
|---------------------------|---------------|----------|------|-----------|--------------|-----------|
| MY GEL (RED, BLUE, BLACK) | 0             | 36       | PCS  | 50,000.00 | 1,800,000.00 | THEA MALL |
| STAPLER W/ REMOVER        | 0             | 1        | PC   | 50,000.00 | 50,000.00    | THEA MALL |
|                           |               |          |      |           | 1,850,000.00 |           |

*NOTE: This report and the signatures contained herein are generated electronically. All signatures are official and carry the full authority of the person(s) indicated*

Prepared by

Approved By:

Checked By:

 GLEEN ALAGON  
STORE KEEPER

 MERCY RECAMARA  
Cost Controller

 ARCHIBALD CABILIN  
Accountant

Approved By:

 SVETLANA J. DE-LEON  
General Manager