

## PURCHASE REQUEST

April 17, 2017 08:35:40 PM

REQUEST ID: R484-20170417-5

 REQUEST BY: **CAGANDAHAN, CHARRY**

SAVINGS/NEW ACCOUNTS ASSOCIATE I

OFFICE: OROQUIETA BRANCH

DETAILS: march office supplies.please approve.



Particular	Quantity	Unit	Cost	Total	Vendor
CALCULATOR (12-DIGIT)	2	UNIT	365.00	730.00	GETZME MARKE
SHORT BOND (S16)	8	REAMS	95.00	760.00	GETZME MARKE
LONG BOND (S16)	3	REAMS	110.00	330.00	GETZME MARKE
PAPER CLIP (SMALL)	4	BOXES	25.00	100.00	GETZME MARKE
OLIVETTI PR2E RIBBON	1	UNIT	800.00	800.00	SECC COMPUTE
ADDING MACHINE TAPE	4	ROLLS	29.50	118.00	GETZME MARKE
BALLPEN (BLACK)	50	PIECE	4.70	235.00	GETZME MARKE
STAPLE WIRE #35	3	BOXES	45.00	135.00	GETZME MARKE
NEWSPRINT (SHORT)	4	REAMS	68.00	272.00	GETZME MARKE
ALCOHOL	3	BOTTLE	64.00	192.00	NOVO GEN. ME
FOLDER ORDINARY (LONG)	200	PIECE	3.90	780.00	GETZME MARKE
CORRECTION TAPE (BIG)	15	PIECE	20.00	300.00	NOVO GEN. ME
SCOTCH TAPE (1 INCH)	1	ROLLS	28.00	28.00	GETZME MARKE
DOUBLE SIDED TAPE	1	PIECE	31.50	31.50	GETZME MARKE
RUBBER BOND(SMALL)	4	BOXES	32.00	128.00	GETZME MARKE
STAMP PAD INK	1	BOTTLE	46.50	46.50	GETZME MARKE
				<b>4,986.00</b>	

*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

Checked by

Approved by

**CAGANDAHAN, CHARRY**

SAVINGS/NEW ACCOUNTS ASSOCIATE I

**BULAWAN, JUVY**

Branch Accountant

**PITOS, ALEX**

Officer In Charge

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