

## PURCHASE REQUEST

April 21, 2017 01:33:32 PM

REQUEST ID: R484-20170421-16

**REQUEST BY: CAGANDAHAN, CHARRY**

SAVINGS/NEW ACCOUNTS ASSOCIATE I

OFFICE: OROQUIETA BRANCH

DETAILS: supply for the month of november 2015



Particular	Quantity	Unit	Cost	Total	Vendor
CORRECTION TAPE (BIG)	10	PIECE	25.00	250.00	NOVO GEN. ME
BALLPEN (BLACK)	50	PIECE	4.50	225.00	GETZME MARKE
CALCULATOR (12-DIGIT)	1	UNIT	540.00	540.00	GETZME MARKE
SHORT BOND (S16)	12	REAMS	95.00	1,140.00	GETZME MARKE
NEWSPRINT (SHORT)	2	REAMS	68.00	136.00	GETZME MARKE
STAMP PAD	1	PCS	36.50	36.50	GETZME MARKE
EPSON LX-300 RIBBON	3	PCS	36.50	109.50	GETZME MARKE
CIS INK (BLACK)	1	BOTTLE	79.00	79.00	GETZME MARKE
CIS INK ( MAGENTA)	1	BOTTLE	79.00	79.00	GETZME MARKE
CIS INK (CYAN)	1	BOTTLE	79.00	79.00	GETZME MARKE
PAPER CLIP (BIG)	3	BOXES	25.00	75.00	GETZME MARKE
ADDING MACHINE TAPE	4	ROLLS	23.50	94.00	GETZME MARKE
STAPLE WIRE #35	3	BOXES	45.00	135.00	GETZME MARKE
ALCOHOL	2	BOTTLE	65.00	130.00	GETZME MARKE
RUBBER BOND(SMALL)	2	BOXES	32.50	65.00	GETZME MARKE
				<b>3,173.00</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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