

## PURCHASE REQUEST

April 16, 2017 02:22:26 AM

REQUEST ID: R484-20170416-3

**REQUEST BY: CAGANDAHAN, CHARRY**

SAVINGS/NEW ACCOUNTS ASSOCIATE I

OFFICE: OROQUIETA BRANCH

DETAILS: OFFICE SUPPLIES FOR THE MONTH OF JUNE 2015



| Particular               | Quantity | Unit   | Cost     | Total           | Vendor       |
|--------------------------|----------|--------|----------|-----------------|--------------|
| ADDING MACHINE TAPE      | 4        | ROLLS  | 19.50    | 78.00           | GETZME MAR   |
| ALCOHOL                  | 2        | BOTTLE | 87.00    | 174.00          | GETZME MAR   |
| BALLPEN (BLACK)          | 50       | PIECE  | 5.00     | 250.00          | GETZME MAR   |
| BROWN ENVELOPE (LONG)    | 15       | PIECE  | 2.00     | 30.00           | GETZME MAR   |
| CARBON PAPER (BLUE) LONG | 1        | REAMS  | 550.00   | 550.00          | GETZME MAR   |
| CORRECTION TAPE (BIG)    | 10       | PIECE  | 25.00    | 250.00          | LAGAR INTERP |
| CIS INK (BLACK)          | 1        | BOTTLE | 79.00    | 79.00           | GETZME MAR   |
| CIS INK (CYAN)           | 1        | BOTTLE | 79.00    | 79.00           | GETZME MAR   |
| CIS INK (YELLOW)         | 1        | BOTTLE | 79.00    | 79.00           | GETZME MAR   |
| CIS INK (MAGENTA)        | 1        | BOTTLE | 79.00    | 79.00           | GETZME MAR   |
| EPSON LX-300 RIBBON      | 5        | PCS    | 36.00    | 180.00          | GETZME MAR   |
| FOLDER ORDINARY (LONG)   | 103      | PIECE  | 3.90     | 401.70          | GETZME MAR   |
| MASKING TAPE             | 2        | PIECE  | 38.50    | 77.00           | GETZME MAR   |
| MASKING TAPE             | 2        | PIECE  | 38.50    | 77.00           | GETZME MAR   |
| PAPER FASTENER           | 4        | BOXES  | 30.00    | 120.00          | GETZME MAR   |
| RUBBER BOND(SMALL)       | 5        | BOXES  | 24.50    | 122.50          | GETZME MAR   |
| PILOT INK (BLACK)        | 1        | BOXES  | 82.00    | 82.00           | GETZME MAR   |
| TALLY GENICOM RIBBON     | 1        | PIECE  | 1,700.00 | 1,700.00        | BEN TAN MAR  |
| TISSUE                   | 10       | ROLLS  | 9.00     | 90.00           | LAGAR INTERP |
| CALCULATOR (12-DIGIT)    | 1        | UNIT   | 500.00   | 500.00          | GETZME MAR   |
| CALCULATOR (12-DIGIT)    | 1        | UNIT   | 500.00   | 500.00          | GETZME MAR   |
|                          |          |        |          | <b>5,498.20</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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