

## PURCHASE REQUEST

April 18, 2017 12:04:55 AM

REQUEST ID: R484-20170418-8

 REQUEST BY: **CAGANDAHAN, CHARRY**

SAVINGS/NEW ACCOUNTS ASSOCIATE I

OFFICE: OROQUIETA BRANCH

DETAILS: office supplies



Particular	Quantity	Unit	Cost	Total	Vendor
SHORT BOND (S16)	20	REAMS	95.95	1,919.00	GETZME MARKETING
LONG BOND (S16)	3	REAMS	120.00	360.00	SECC COMPUTER SALES
BALLPEN (BLACK)	50	PIECE	5.00	250.00	PRINCE HYPERMART
CORRECTION TAPE (BIG)	20	PIECE	20.00	400.00	NOVO GEN. MERCHANDISE
ALCOHOL	2	BOTTLE	63.00	126.00	NOVO GEN. MERCHANDISE
SCOTCH TAPE (1 INCH)	2	ROLLS	28.00	56.00	GETZME MARKETING
DOUBLE SIDED TAPE	3	PIECE	32.00	96.00	GETZME MARKETING
ADDING MACHINE TAPE	7	ROLLS	28.00	196.00	LAGAR INTERPRISE
STAMP PAD INK	2	BOTTLE	55.00	110.00	SECC COMPUTER SALES
STAPLE WIRE #35	4	BOXES	44.00	176.00	SECC COMPUTER SALES
EPSON LX-300 RIBBON	4	PCS	36.50	146.00	GETZME MARKETING
FOLDER ORDINARY (LONG)	200	PIECE	4.54	908.00	SECC COMPUTER SALES
BROWN ENVELOPE (LONG)	100	PIECE	2.45	245.00	GETZME MARKETING
				<b>4,988.00</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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