

## PURCHASE REQUEST

April 18, 2017 09:47:18 AM

REQUEST ID: R484-20170418-10

**REQUEST BY: CAGANDAHAN, CHARRY**

SAVINGS/NEW ACCOUNTS ASSOCIATE I

OFFICE: OROQUIETA BRANCH

DETAILS: office supply for the month of august 2015



Particular	Quantity	Unit	Cost	Total	Vendor
ADDING MACHINE TAPE	6	ROLLS	19.50	117.00	GETZME MAR
STAPLE WIRE #35	3	BOXES	45.00	135.00	GETZME MAR
BROWN ENVELOPE (LONG)	10	PIECE	2.00	20.00	GETZME MAR
STAPLER W/ REMOVER	1	PIECE	110.00	110.00	GETZME MAR
CIS INK ( MAGENTA)	1	BOTTLE	79.00	79.00	GETZME MAR
TALLY GENICOM RIBBON	1	PIECE	1,700.00	1,700.00	BEN TAN MAR
EPSON LX-300 RIBBON	3	PCS	36.50	109.50	GETZME MAR
CIS INK (BLACK)	1	BOTTLE	79.00	79.00	GETZME MAR
PAPER FASTENER	2	BOXES	30.00	60.00	GETZME MAR
RUBBER BOND(SMALL)	2	BOXES	22.50	45.00	GETZME MAR
SCOTCH TAPE (1 INCH)	2	ROLLS	28.00	56.00	GETZME MAR
COLUMNAR BOOK	3	PCS	75.00	225.00	GETZME MAR
ALCOHOL	2	BOTTLE	65.00	130.00	PHARMACIA J
LONG BOND (S16)	2	REAMS	110.00	220.00	GETZME MAR
CORRECTION TAPE (BIG)	10	PIECE	35.00	350.00	GETZME MAR
FOLDER ORDINARY (LONG)	50	PIECE	3.90	195.00	GETZME MAR
SHORT BOND (S16)	14	REAMS	95.00	1,330.00	GETZME MAR
				4,960.50	

*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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