

**Title:**

Purchase of Common office supplies and ICT supplies

<b>Department:</b>			<b>PR.No. PR2018-4BBCJ0</b>		<b>Date: December 15, 2018</b>
<b>Section:</b>			<b>SAI.No.</b>		<b>Date:</b>
			<b>ALOB No.</b>		<b>Date:</b>
			<b>Issuance</b>		
<b>QTY</b>	<b>Unit of Issue</b>	<b>Description</b>	<b>Stock No.</b>	<b>Estimate Unit Cost</b>	<b>Estimate Cost</b>
Common Office Supplies					
2	rim	A4 coupon bond paper		? 120.00	? 240.00
5	box	Fastener		? 60.00	? 300.00
ICT Supplies					
1	piece	Network switch		? 5000.00	? 5000.00
4	piece	Network Interface Card		? 4000.00	? 16000.00
<b>Purpose:</b>	for use at eh office			<b>Total</b>	<b>?</b>
<b>Requested by:</b>			<b>Approved by:</b>		
<b>Signature:</b>					
<b>Printed Name:</b>			<b>Jocelyn E. Serrano</b>		
<b>Designation</b>			<b>College Dean</b>		
BU-F-USO-06		Rev.No.0	Effective: January 3, 2011		