

**Title:**

## Purchase of Common Office Supplies

<b>College/Unit: Bicol University College of Science</b>			<b>PR.No. PR2019-HI8E3H</b>		<b>Date: January 30, 2019</b>
<b>Office: Circuits Office</b>			<b>SAI.No.</b>		<b>Date:</b>
			<b>ALOBS 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					
3	piece	coupon bond ream		? 213.20	? 639.60
2	box	folder		? 120.55	? 241.10
3	pack	stapler		? 87.92	? 263.76
Purpose:	to be used at the Office			<b>Total</b>	<b>? 1,144.46</b>
<b>Requested by:</b>			<b>Approved by:</b>		
Signature:					
Printed Name:					
Designation					
BU-F-USO-06			Rev.No.0		
			Effective: January 3, 2011		