

Consular Office-Cebu

**PURCHASE REQUEST**

Department: Administrative

PR No.: 21-04-10 Date : 14 Apr 2021


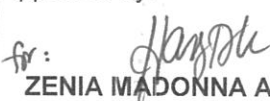
Section: Property

SAI No.: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	120		
2	ream	PAPER, Multi Purpose (COPY) Legal, 70 gsm	120		
3	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	14		
4	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	14		
5	box	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	1		
6	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	20		
7	piece	STAPLE REMOVER, PLIER-TYPE	5		
8	box	STAPLE WIRE, STANDARD, (26/6)	75		
9	box	ENVELOPE, DOCUMENTARY, for A4 size document	4		
10	box	ENVELOPE, DOCUMENTARY, for legal size document	4		
11	box	ENVELOPE, mailing, white, 70gsm	5		
12	piece	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	75		
13	roll	TAPE, MASKING, width: 24mm (±1mm)	5		
14	roll	TAPE, MASKING, width: 48mm (±1mm)	10		
15	roll	TAPE, PACKAGING, width: 48mm (±1mm)	15		
16	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	20		
17	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	20		
18	piece	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	15		
19	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	20		
20	piece	CORRECTION TAPE, film base type, UL 6m min	50		
21	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	5		
22	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	5		
23	box	RUBBER BAND, 70mm min lay flat length (#18)	2		
24	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	3		
25	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	3		
26	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	3		
27	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	3		
28	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	3		
29	pack	MARKER, flourescent, 3 assorted colors per pack	5		
				<b>Total</b>	<b>90,000.00</b>

Purpose:

*Official use*

Signature	Requested by :  <b>ABITO A. ABELLANA</b> Property Officer	Approved by: for:  <b>ZENIA MADONNA A.M. CLEMENTE</b> Head of Consular Office
Printed Name:		
Designation:		