

Republic of the Philippines
Tabuk City, Kalinga

PURCHASE REQUEST

Entity Name: **KALINGA STATE UNIVERSITY**

Fund Cluster: _____

Office/Section :		PR No.:	Date:			
DOST-SAFE		2019-08-0655	August 15, 2019			
Stock/ Property No.		Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs		White board, 2" x 3"	2		-
2	pcs		Cork board, 2" x 3"	2		-
3	boxes		Pencil #2	4		-
4	boxes		Ballpen, Pilot, black	4		-
5	box		Ballpen, Pilot, blue	1		-
6	pcs		Ballpen, G-Tech - C3, Pilot	6		-
7	reams		Paper, Multicopy legal	24		-
8	reams		Paper, Multicopy A4	25		-
9	units		Electric Fan, Standtype	2		-
10	units		Industrial Fan, 24" preferably standard	6		-
11	units		Printer, Continuous Ink L5190	2		-
12	units		Swivel Chair. Sr. Executive, leather	2		-
13	units		Orbit Fan	2		-
14	unit		Desk Fan, Box Type	1		-
15	unit		Percolator 8 liters capacity	1		-
16	unit		Water Dispenser Hot & Cold	1		-
17	units		Mobile Pedestal Office Steel Drawer, 3 layers, movable H-23.5 inches x W-15.5 inches x D-22.5 inches	2		-
18	reams		Paper Multicopy, A4	35		-
19	boxes		Permanent Marker, Pilot, black broad	2		-
20	boxes		Ballpen preferably Pilot, black	5		-
21	tubes		Glue preferably elmers glue (130g)	2		-
22	pcs		Dust Pan, Medium size	2		-
23	bags		Toilet Tissue, 12rolls, 2 ply	3		-
24	cls		Rags	2		-
25	set		Marker Fluorescent 3pcs/set	2		-
26	pc		Extension Wire (10m) 3 Gang or outlet	1		-
27	pcs		Data File Box w/ Cover	5		-
28	unit		Paper Cutter, size 12 x 10 wooden	1		-
29	pcs		Cutter, Acura	5		-
30	pc		Stamp Pad with Ink	1		-
31	tubes		Cutter Blade 500	4		-
32	bottles		Dish Washing Liquid Soap, 250ml	5		-

Purpose: For PCAARRD DOST-SAFE Project

Requested by:

Approved by:

Signature:

Printed Name:

LORENA C VALDEZ

Designation: Admin Officer V/Head of the Procurement Services

EDUARDO T. BAGTANG, CPA, DBM

President

