

Republic of the Philippines
Tabuk City, Kalinga

PURCHASE REQUEST

Entity Name: **KALINGA STATE UNIVERSITY**

Fund Cluster: _____

Office/Section : DOST-SAFE		PR No.: 2019-08-0655	Date: August 15, 2019		
		Responsibility Center Code :			
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	Perculator 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:

LORNA C VALDEZ

Designation: Admin Officer V/Head of the Procurement Services

EDUARDO T. BAGTANG, CPA, DBM

President

