

**PURCHASE REQUEST**

Entity Name: Iloilo State University if Fisheries Science & Technology-Dingle Campus Fund Cluster: \_\_\_\_\_

Office/Section		admin		PR No.:	<u>23-04-042</u>	Date:	<u>9/11/23</u>
Stock /Property No.		Unit	Description	Quantity	Unit Cost	Total Cost	
<b>Office &amp; Other Supplies</b>							
	pc		ADAPTOR	5	50.00	250.00	
	pc		BALLPEN, Black, Flexstick	50	10.00	500.00	
	pc		BALLPEN, Blue, Flexstick	50	10.00	500.00	
	pc		BALLPEN, Red, Flexstick	20	10.00	200.00	
	pc		BATTERY, AAA, Kodak	15	30.00	450.00	
	pc		BATTERY, AA, Kodak	30	30.00	900.00	
	box		BINDER CLIP, 3/4"	5	15.00	75.00	
	box		BINDER CLIP, 1"	5	25.00	125.00	
	box		BINDER CLIP, 1 5/8"	5	70.00	350.00	
	box		BINDER CLIP, 2"	10	95.00	950.00	
	pc		BOOK BINDER, Long 3"	15	250.00	3,750.00	
	pack		BOARD PAPER, white, short , Workx	5	50.00	250.00	
	ream		BOOKPAPER, long, s.20, cactus	100	280.00	28,000.00	
	ream		BOOKPAPER, A4, s.20, cactus	100	260.00	26,000.00	
	ream		BOOKPAPER, short, s.20, cactus	20	250.00	5,000.00	
	unit		CALCULATOR, compact, 12 digits, casio	2	450.00	900.00	
	pc		CORRECTION TAPE, ROLLER TYPE, joy	25	30.00	750.00	
	pc		CUTTING MAT, acura	2	250.00	500.00	
	pc		DATER, HBW	5	60.00	300.00	
	pc		DOUBLE SIDED TAPE, 1"	20	30.00	600.00	
	pad		DTR	20	25.00	500.00	
	pc		ENVELOPE, brown, for A4 size document	200	10.00	2,000.00	
	pc		ENVELOPE, brown, for legal size document	300	5.00	1,500.00	
	pack		ENVELOPE, MAILING,white, long, 50's	2	50.00	100.00	
	pack		ENVELOPE, MAILING,white, short, 50's	2	40.00	80.00	
	pc		EXTENSION CHORD, 5meters	2	500.00	1,000.00	
	box		FASTENER, METAL, 70mm between prongs	15	150.00	2,250.00	
	pc		FILING BOX, blue, Pan-O	40	150.00	6,000.00	
	pc		FILING BOX , black	20	150.00	3,000.00	
	pc		FILING BOX, red	20	150.00	3,000.00	
	pc		FILING TRAY, steel, 2 layers	6	500.00	3,000.00	
	pc		FILING TRAY, steel, 3 layers	2	600.00	1,200.00	
	pc		FOLDER, white, short, ordinary	600	10.00	6,000.00	
	pc		FOLDER, white, long, ordinary	800	12.00	9,600.00	
			BALANCE FORWARD.....			<b>109,580.00</b>	

<b>Purpose:</b>	for different offices use.	
Signature:		Approved by: 
Printed Name:	<b>SHELLA MAE D. TABIA</b>	<b>ENGR. REX D. DIAZ, DIT</b>
Designation:	Admin Officer I	Campus Administrator



## PURCHASE REQUEST

Entity Name:

Iloilo State University if Fisheries Science &amp; Technology-Dingle Campus Fund Cluster:

Office/Section		admin	PR No.:	23-04-042	Date:	4/11/23
Stock /Property No.		Unit	Description	Quantity	Unit Cost	Total Cost
			<b>BALANCE FORWARD.....</b>			<b>158,940.00</b>
			<b>Computer Inks</b>			
	bottle		INK REFILL, CANON, G2010, Black	3	650.00	1,950.00
	bottle		INK REFILL, CANON, G2010, Cyan	2	650.00	1,300.00
	bottle		INK REFILL, CANON, G2010, Magenta	2	650.00	1,300.00
	bottle		INK REFILL, CANON, G2010, Yellow	2	650.00	1,300.00
	bottle		INK REFILL, CANON, #790, Black	4	590.00	2,360.00
	bottle		INK REFILL, CANON, #790, Cyan	3	550.00	1,650.00
	bottle		INK REFILL, CANON, #790, Yellow	3	550.00	1,650.00
	bottle		INK REFILL, CANON, #790, Magenta	3	550.00	1,650.00
	bottle		INK REFILL, EPSON, #664, Black	15	360.00	5,400.00
	bottle		INK REFILL EPSON, #664, Cyan	2	370.00	740.00
	bottle		INK REFILL EPSON, #664, Magenta	5	370.00	1,850.00
	bottle		INK REFILL EPSON, #664, Yellow	5	370.00	1,850.00
	bottle		INK REFILL, EPSON, #001, Black	2	650.00	1,300.00
	bottle		INK REFILL, EPSON, #001, Cyan	1	450.00	450.00
	bottle		INK REFILL, EPSON, #001, Magenta	1	450.00	450.00
	bottle		INK REFILL, EPSON, #001, Yellow	1	450.00	450.00
	bottle		INK REFILL, EPSON, #003, Black	20	360.00	7,200.00
	bottle		INK REFILL, EPSON, #003, Cyan	5	365.00	1,825.00
	bottle		INK REFILL, EPSON, #003, Magenta	7	365.00	2,555.00
	bottle		INK REFILL, EPSON, #003, Yellow	8	365.00	2,920.00
	box		INK REFILL, EPSON, T9481, Black	2	4,500.00	9,000.00
	box		INK REFILL, EPSON, T9481, Cyan	1	4,900.00	4,900.00
	box		INK REFILL, EPSON, T9481, Magenta	1	4,900.00	4,900.00
	box		INK REFILL, EPSON, T9481, Yellow	1	4,900.00	4,900.00
	cart		INK, CART, HP 682, colored	3	690.00	2,070.00
	cart		INK, CART, HP 682, colored	3	690.00	2,070.00
			<b>Janitorial &amp; CoViD Related Supplies &amp; Materials</b>			
	can		AIR FRESHENER, aerosol, 280ml/150g min	25	285.00	7,125.00
	pc		ALCOHOL Spray Bottle empty	20	65.00	1,300.00
	gal		ALCOHOL, ethyl, 68%-70%, scented	15	350.00	5,250.00
	liter		BLEACH	15	50.00	750.00
	pc		BROOM, SOFT (TAMBO)	10	205.00	2,050.00
	pack		COTTON BALLS	10	15.00	150.00
	bottle		DISHWASHING LIQUID	20	38.00	760.00
	can		DISINFECTANT SPRAY,	20	460.00	9,200.00
	pc		DOORMAT	5	60.00	300.00
	pc		DUST PAN	5	65.00	325.00
	pc		DUSTER, cloth	4	35.00	140.00
	can		FLOOR WAX, PASTE, RED, 2kg	5	110.00	550.00
	can		FURNITURE CLEANER,	2	450.00	900.00
	bottle		GLASS CLEANER	5	190.00	950.00
	can		INSECTICIDE SPRAY	8	365.00	2,920.00
			<b>BALANCE FORWARD...</b>			<b>259,600.00</b>
<b>Purpose:</b>		for different offices use.				
Signature:				Approved by:		
Printed Name:		SHELLA MAE D. TABIA		ENGR. REX D. DIAZ, DIT		
Designation:		Admin Officer I		Campus Administrator		