PURCHASE REQUEST

Entity Name: PHILIPPINE COCONUT AUTHORITY REGION XIII Fund Cluster: _____

Office/Section : RO - ADMIN. UNIT	Purchase Request No.: 2022-11-0152	Date: 11/17/2022
	Responsibility Center Code: 13-104	

STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
	bot	Alcohol 500ml	80	120.00	9,600.00
	pc	Ballpen (Flextick .05)	200	6.00	1,200.00
	pc	Broom Soft Tambo	15	65.00	975.00
	box	Binder Clip Medium	10	60.00	600.00
	pc	Buld Led	20	200.00	4,000.00
	pack	Special Paper GSM 200 Beige Color	50	60.00	3,000.00
	bot	Epson Refill Ink Black 664	30	330.00	9,900.00
	bot	Epson Refil Ink Black 003	60	330.00	19,800.00
	bot	Epson Refill Ink Cyan 664	4	330.00	1,320.00
	bot	Epson Refill Ink Yellow 664	4	330.00	1,320.00
	pc	Correction Tape 8m	100	25.00	2,500.00
	jar	Dishwashing Paste 400g	20	65.00	1,300.00
	pc	Finger Tips Mositurizer	10	35.00	350.00
	box	Fastener Plastic	30	35.00	1,050.00
	pack	Folder Long	12	475.00	5,700.00
	box	Expanded Envelope Long	7	1,300.00	9,100.00
	box	Permanent Marker	6	480.00	2,880.00
	pc	Mop Handle	6	200.00	1,200.00
	box	Paper Clip Big	50	30.00	1,500.00
	box	Paper Clip Small	30	15.00	450.00
	pc	Scissor	60	20.00	1,200.00
	pc	Staple Wire	30	35.00	1,050.00
	pc	Toilet Deodorizer	30	65.00	1,950.00
	roll	Tissue Paper	240	15.00	3,600.00
	pack	Trash Bag Black (100 pcs/pack)	12	400.00	4,800.00
	bot	Stamp Pad Ink	12	40.00	480.00
	bot	Pilot Ink (Black)	12	95.00	1,140.00
	pc	Refill ink mygel (black)	20	120.00	2,400.00
	roll	Twine Plastic (1kilo)	15	90.00	1,350.00
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
		TOTAL			95,715.00

2022-11-0153

Purpose: Various Office Supplies for PCA Regional Office and PCA Provincial Office's

	Requested by:	Approved by:
Signature :		
Printed Name :	DORIS A. ARTES	JOEL V. OCLARIT
Designation :	Head, Requesting Office/Unit	Regional Manager III