



Department of Environment and Natural Resources
Maasin City, Southern Leyte

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Appendix 60

PURCHASE REQUEST

Entity NDENR-PENRO, MAASIN CITY, SO. LEY

Fund Cluster: 101

Office/S CENRO MAASIN

PR No.: 2020-02-020-0

Date: 2/27/2020

Responsibility Center Code: P-001-05-0007-3

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	btl	ALCOHOL	3		
	pcs	BALLPEN (black & white)	60		
	pcs	BATTERY "AA"- Rechargeable	2		
	pcs	CORRECTION TAPE	29		
	pcs	ENVELOPE (Long, Brown)	10		
	box	ENVELOPE (mailing)	2		
	pcs	ENVELOPE (Long, PLastic)	227		
	packs	FOLDER (long)	4&1/2		
	packs	FOLDER (short)	1 1/2		
		INK, EPSON L220 / 565			
	btl	Black	12		
	btl	Yellow	9		
	btl	Magenta	9		
	btl	Cyan	9		
		INK, BROTHER DCP- T700W			
	btl	Black BT 6000	20		
	btl	Yellow BT 5000	15		
	btl	Magenta BT 5000	15		
	btl	Cyan BT 5000	15		
		INK, BROTHER DCP- T710W			
	btl	Black BT D60	5		
		INK, EPSON: L 3110			
	btl	Black OO3	3		
	btl	Yellow OO3	3		
	btl	Magenta OO3	3		
	btl	Cyan OO3	3		
	boxes	PAPER FASTENER	20		
	pcs	RECORD BOOK (500 pages)	6		
	pcs	SIGN PEN (gel type, 0.5mm, Black & Blue)	30		
	pc	STAPLE REMOVER	1		
	pads	Notepad Stick 2x3	8		
	pc	Stamp pad	1		
	pcs	PILOT PEN / MARKER (black / blue)	12		

20030466

Purpose CENRO Office Supplies

Requested by:

Signature

Printed

Designation

THESSA B. CABAL

Supply officer

Approved by:

ALEJANDRO K. BAUTISTA

CENR Officer