



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.: 2021-09-096	Date: 9/28/2021
Responsibility Center Code: 10-001-05-0051-3		

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	ream	Bond Paper Legal	70		
	ream	Bond Paper A4	70		
	pcs	Ballpen	10		
	pcs	Calculator	2		
	pcs	Cutter	5		
	box	Computer paper 2ply short	1		
	box	Clip Backfold (binding clip) 2 inches	5		
	box	Clip Backfold (binding clip) 1 inches	5		
	pack	Detergent Powder- All purpose	10		
	pcs	Envelop Plastic Long	100		
	pack	Folder Long	4		
	pcs	Flourescent Lamp 36 watts	3		
	pcs	LED Bulb 18 watts	10		
	bt1	Ink Brother Black	10		
	bt1	Ink Brother Cyan	10		
	bt1	Ink Brother Magenta	10		
	bt1	Ink Brother Yellow	10		
	bt1	Ink Epson Blk 665	5		
	bt1	Ink Epson Magenta 665	5		
	bt1	Ink Epson Cyan 665	5		
	bt1	Ink Epson Yellow 665	5		
	bt1	Glass Cleaner	5		
	bt1	Liquid Soap	3		
	bt1	Muriatic Acid - Pilsen Size	10		
	pcs	Rags	4		
	pad	Notepad 2x3	10		
	bt1	Toilet Bowl Cleaner	4		
	pcs	Toilet Bowl Brush	2		
	pcs	Toilet Deodizer	5		
	rolls	Toilet Tissue	12		
	unit	Printer	1		
	unit	Hard Drive	1		

2021 10 24 22

Purpose: For Office Supply

Requested by:

Signature:

Printed]

Designat

CHERRYLO B. MAPE

PR/ Supply Officer

Approved by:

EDILBERTO R. ALCARDE

OIC, CENR Officer