



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/SCENRO MAASIN	PR No.: 2023-03-030	Date: 03/07/2023
Responsibility Center Code:		

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	1	Airfreshener	6		-
		Battery AA	6		-
		Battery AAA	6		-
		Envelop- plastic long	200		-
		Clip Backfold (binding clip) 1 inches	10		-
		Clip Backfold (binding clip) 2 inches	10		-
		Doorknob ( deadlock)	1		-
		Ink Epson Blk 003	25		-
		Ink Epson Magenta 003	10		-
		Ink Epson Cyan 003	10		-
		Ink Epson Yellow 003	10		-
		Ink Brother Cyan	5		-
		Ink Brother magenta	5		-
		Ink Brother Yellow	5		-
		Note Pad 2x3	25		-
		Mop	2		-
		LED Buld 20 watts	20		-
		Tape - Scotch tape 1 inches	10		-
		Tape - Scotch tape 2 inches	10		-
		Paper Clip ( jumbo)	10		-
		Record Book 500 pages ( official)	30		-
		USB 36 GB	10		-
		HARD DRIVE	5		-
		RJ 45	20		-
		VINYL STICKER GLOSSY " Nothing Follows"	3		-

Purpose: OFFICE SUPPLY

Requested by:

Approved by:

Signature:

Printed ]

Designat

CHERRYLO B. MAPE

AA VI/ Supply Officer- Designate

LEONARDO G. GERMANO

CENR Officer

2023030246