



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.: 2021-07-067	Date: 7/12/21
Responsibility Center Code: 10-001-05-1001-3		

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Bond Paper A4			-
	pc	Correction Tape			-
	btl	Binding clip 1/2 "			-
		Binding clip 1 "			-
		Binding Clip 1 1/2 "			-
		Battery "AA" Rechargeable			-
		Battery "AA"			-
		Disinfectant Spray			-
		Carbon Paper Long (Gold)			-
		typewriter Ribbon (old town)			-
		Field Notes			-
		Note Pad 3x2			-
		Paper Fastener Metal			-
		Paper Fastener Plastic			-
		Onionskin Long			-
		Polythelene / Potting Bag 4x6			-
		Record Book 300 Pages (Official)			-
		Record Book 500 Pages (Official)			-
		Scotch Tape 1"			-
		Scotch Tape 2"			-
		Stamp Pad			-
		white Board Marker			-

Purpose: OFFICE SUPPLY

Requested by:

Signature:

Printed

Designa

CHERRYLO B. MAPE

FR / Supply Officer- Designate

Approved by:

EDILBERTO R. ALCARDE

OIC, CENRO Officer

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