

# PURCHASE REQUEST

Entity Name: MARIVELLES MENTAL HOSPITAL

Fund Cluster: 01

Office/Section : MMU

PR No.: 2019070235

Responsibility Center Code : HOP-MMU

Date:

June 21, 2019

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	30	55.00	1,650.00
	piece	CALCULATOR, compact, electronic, LCD, Desktop display, 12	1	156.53	156.53
	box	CLIP, BACKFOLD, all metal, clamping: 19mm x 12's	5	16.00	80.00
	box	CLIP, BACKFOLD, all metal, clamping: 25mm	2	39.60	79.20
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	7	52.80	369.60
	box	CLIP, BACKFOLD, all metal, clamping, 50mm x 12's	5	150.00	750.00
	piece	DATA FILE BOX, 5x9x15 3Y4, made of chipboard, with closed ends	35	77.51	2,712.85
	piece	DVD REWRITABLE, 4.7GB capacity min, WITH case	41	60.00	2,460.00
	roll	Double sided tape, 1"	5	45.00	225.00
	piece	Expandable Envelope, Legal	10	15.00	150.00
	box	FASTENER, for paper, plastic, 50 sets/box	15	50.00	750.00
	ream	FOLDER, TAGBOARD, for A4 size documents x 100's	15	440.00	6,600.00
	piece	MARKER, PERMANENT, bullet type, black	23	41.80	961.40
	piece	Marker, White Board (BLACK)	10	49.50	495.00
	piece	Marker, White Board (GREEN)	3	49.50	148.50
	piece	Marker, White Board (RED)	3	49.50	148.50
	box	PAPER CLIP, Vinyl coated, 32mm, 100s/box	24	15.60	374.40
	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	10	15.60	156.00
	ream	PAPER, multicopy, 210mm x 297mm(A4) x 500 sheets	234	199.21	46,615.14
	ream	PAPER, Multicopy, 216mm x 330mm (legal) x 500 sheets	90	218.35	19,651.50
	ream	PAPER, Multipurpose, 210mm x 297mm (A4) x 500 sheets	16	172.87	2,765.92
	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB X 12'S	1	93.50	93.50
		<b>Subtotal</b>			<b>87,393.04</b>

Purpose: Commonly used supplies for July to September consumption of various units as per attached list.

Requested by:

Approved by:

*[Signature]*

*[Signature]*

Signature :

Printed Name : CARMENCITA O. SABELLA

Printed Name : MARIA LOURDES L. EVANGELISTA, MD, DSBPP

Designation : Head, MMU

Designation : Chief of Hospital II

