

PURCHASE REQUEST

Department: **PGSD - Procurement and General Services Division**

Division:

Section:

Fund Cluster:

GOPAL 5.022 (B-034)

PR No.: PR-2023-05-511

Date: 05/15/2023

Responsibility code:

Stock / Property Number	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Piece	Clip, backfold 13mm	10	10.00	100.00
2	Cart	HP 975C - Cyan Toner Cartridge	10	4,200.00	42,000.00
3	Cart	HP 975k - Black Toner Cartridge	25	3,500.00	87,500.00
4	Cart	HP 975M - Magenta Toner Cartridge	10	4,200.00	42,000.00
5	Cart	HP 975Y - Yellow Toner Cartridge	10	4,200.00	42,000.00
6	Cart	HP Toner W2040 - Black	40	4,500.00	180,000.00
7	Cart	HP Toner W2041 - Cyan	30	5,600.00	168,000.00
8	Cart	HP Toner W2042 - Yellow	30	5,600.00	168,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines

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9	Cart	HP Toner W2043 - Magenta	30	5,600.00	168,000.00
10	PACK	Page Markers Stick on (5/pack)	60	150.00	9,000.00
11	Piece	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Black	40	65.00	2,600.00
12	Piece	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Blue	20	65.00	1,300.00
13	Piece	Balikbayan Box	100	125.00	12,500.00
14	Piece	Ballpen Black	75	6.00	450.00
15	Piece	Ballpen Blue	40	6.00	240.00
16	Bottle	Glue, all purpose, 200 grams	6	50.00	300.00

.....Nothing Follows.....

TOTAL

₱923,990.00

Purpose: 3rd Quarter Office Supplies

Requested by:

Signature:

Name:

JANET W. CANOY
Manager, Admin Department

Approved by:

Signature:

Name:

ATTY. VENANCIO C. MANUEL III
Deputy Chief Operating Officer - Corporate Affairs

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