


**PURCHASE REQUEST**


Entity Name: **MARIVELES MENTAL HOSPITAL**

Fund Cluster: **01(SAA 2019-09-1837)**

Office/Section : HRMU		PR No.: <b>2019100424</b>	Date: <b>28 October 2019</b>		
		Responsibility Center Code : <b>HOPSS-HRMU</b>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	book	Record Book, 300 Pages (HRM-66)	6	66	396.00
	pack	Specialty Board Paper, Legal (HRM-67)	50	51.6	2,580.00
	jar	Glue, all purpose, 200 grams (HRM-68)	2	60	120.00
	piece	External Hard Drive, 1TB, 2.5"HDD, USB 3.0 (HRM-71)	1	4440	4,440.00
	piece	Flash Drive, 16 GB capacity (HRM-72)	6	600	3,600.00
	piece	Data File Box, made of chipboard, with closed ends, 5x9x15x3/4 (HRM-75)	30	114	3,420.00
	pack	Folder, Tagboard, A4, 14 Points x 100's Brown (HRM-76)	10	600	6,000.00
	pair	Scissors, symmetrical, blade length: 65mm min (HRM-79)	3	84	252.00
	piece	Staple Remover, Plier-type (HRM-80)	4	30	120.00
	piece	Tape Dispenser, Table Top, for 24mm width tape (HRM-81)	1	198	198.00
	cart	Ink Cart, Epson C13T664100 (T6641), Black, 70ml (HRM-82)	15	420	6,300.00
	cart	Ink Cart, Epson C13T664200 (T6642), Cyan, 70ml (HRM-83)	10	420	4,200.00
	cart	Ink Cart, Epson C13T664300 (T6643), Magenta, 70ml (HRM-84)	10	420	4,200.00
	cart	Ink Cart, Epson C13T664400 (T6644), Yellow, 70ml (HRM-85)	10	420	4,200.00
	piece	Arch file, 2" #555, Black (HRM-86)	100	180	18,000.00
	piece	Arch file, 2" #555, Blue (HRM-87)	15	180	2,700.00
	pair	Bookends 9 1/4 (HRM-88)	10	420	4,200.00
	piece	CD-Rewritable (HRM-92)	100	24	2,400.00
	pack	Clear Sheet, Protector, JC305B, Legal (HRM-93)	200	60	12,000.00
	piece	MOUSE, wireless (HRM-97)	2	1200	2,400.00
	ream	Laminating Film, A4 (HRM-95)	10	600	6,000.00
	piece	Rectangular Folding Table, 72 x 30, White (HRM-99)	1	4200	4,200.00
	unit	Signal Booster (HRM-100)	1	12000	12,000.00
	roll	Tape, Double-sided, 1" (HRM-101)	10	54	540.00
	cartridge	Toner, TN-2380 (HRM-102)	5	2822.4	14,112.00
	cartridge	Toner, TN-3428 (HRM-103)	2	9408	18,816.00
	unit	Office Table, 2'x4', with drawers (HRM-105)	1	6720	6,720.00
<b>TOTAL</b>					<b>144,114.00</b>

Purpose: **For the use of HRMU's**

Requested By: LEA-JEAN M. PAYONG  
 Signature:   
 Designation: Supervising Administrative Officer

Approved By: MARIA LOURDES L. EVANGELISTA, MD, DSBPP  
 Signature:   
 Designation: Chief of Hospital II

**FUNDS AVAILABLE**  
  
**LAARNI DC MAGLAQUI, MBA**  
 SAO Budget Unit