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| NAME AND ADDRESS OF <b>TARLAC STATE UNIVERSITY, ROMULO BLVD.,</b><br>REQUESTING AGENCY <b>SAN VICENTE, TARLAC CITY</b><br>TEL. NOS. <b>(045) 606-8142/ 606-8157</b> | AGENCY AGENCY CODE <b>08037000000010583</b><br>AGENCY CONTROL No _____ |
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**AGENCY PROCUREMENT REQUEST**

PS APR No. \_\_\_\_\_

To: PROCUREMENT SERVICE  
 DBM Compound, RR Road  
 Cristobal St., Paco, Manila

2/13/2024  
 (Date Prepared)

**PLEASE CHECK (✓) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW**

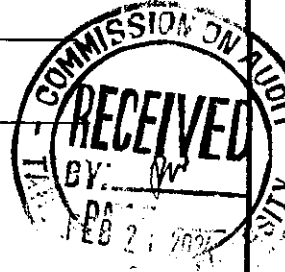
Please issue common-use supplies/materials per Price List No. \_\_\_\_\_ dated \_\_\_\_\_  
 Mode of delivery:  Pick-up (Fast Lane)  Pick-up (Schedule)  Delivery (door-to-door)

In case fund is not sufficient:  Reduce Quantity  Bill Us  Charge to Unutilized Deposit, APR No.: \_\_\_\_\_ Date: \_\_\_\_\_

Please purchase for our agency non-common items. Attached herewith:

Complete Specifications  Obligation Request (ObR)  Others, pls. specify \_\_\_\_\_

Certificate of Budget Allocation (CBA)  Payment \_\_\_\_\_



This form shall be prepared for requisitions of **Common-Use goods** from the **PS Depots & Sub-Depots**; and for orders of **Consumables & Non-Common Use Supplies** from the **PS Main**.

*For PS Main-Common Use Supplies, please use Form 001 R or Form 001 B*

| ITEM No.            | ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.  | QUANTITY | UNIT     | UNIT PRICE | AMOUNT           |
|---------------------|--|----------|----------|------------|------------------|
| 1                   | CLIP, backfold 19mm (2024)   | 8        | box      | 9.59       | 76.72            |
| 2                   | CLIP, backfold 25mm (2024)   | 8        | box      | 16.23      | 129.84           |
| 3                   | CLIP, backfold 32mm (2024)   | 8        | box      | 28.12      | 224.96           |
| 4                   | CLIP, backfold 50mm (2024)   | 8        | box      | 61.64      | 493.12           |
| 5                   | DATA FILE BOX, with closed ends, material: chipboard 3mm thick (min) (2014)  | 20       | piece    | 84.92      | 1,698.40         |
| 6                   | DATING AND STAMPING MACHINE, self-inking, with removable and refillable ink pad, single color, with locking mechanism, four band date and 12 years band (2024) | 2        | piece    | 499.36     | 998.72           |
| 7                   | ENVELOPE, documentary, legal, 500pcs/box (2024)  | 1        | box      | 1,078.79   | 1,078.79         |
| 8                   | ENVELOPE, mailing, white, 500pcs/box 70gsm (2024)  | 1        | box      | 475.77     | 475.77           |
| 10                  | FOLDER, L-Type, legal size, clear plastic, 50pcs/pack (2024)   | 4        | pack     | 262.43     | 1,049.72         |
| 11                  | FOLDER, pressboard, 100pcs/box (2024)  | 4        | box      | 1,047.90   | 4,191.60         |
| 12                  | FOLDER, tagboard, folder with tab, A4, 100pcs/pack   | 4        | pack     | 318.03     | 1,272.12         |
| 13                  | FOLDER, tagboard, folder with tab, legal, 100pcs/pack  | 4        | pack     | 366.59     | 1,466.36         |
| 14                  | GLUE, all purpose, 200 grams (2024)  | 1        | jar      | 77.79      | 77.79            |
| 15                  | MARKER, fluorescent, 3 assorted color per set (2024)   | 6        | set      | 40.33      | 241.98           |
| 16                  | MARKER, permanent, felt tip, bullet type, black (2024)   | 10       | piece    | 9.10       | 91.00            |
| 17                  | MARKER, whiteboard, black, felt tip, bullet type (2024)  | 10       | piece    | 10.62      | 106.20           |
| 18                  | PAPER CLIP, vinyl/plastic coat, length: 33mm (2024)  | 10       | box      | 8.82       | 88.20            |
| 19                  | PAPER CLIP, vinyl/plastic coat, length: 50mm (2024)  | 10       | box      | 13.78      | 137.80           |
| 20                  | PAPER, multi-purpose, 70gsm, A4 (2024)   | 40       | ream (s) | 137.74     | 5,509.60         |
| 21                  | PAPER, multi-purpose, 70gsm, Legal (2024)  | 20       | ream (s) | 158.91     | 3,178.20         |
| 22                  | PENCIL, lead with erazer (2024)  | 6        | box      | 22.87      | 137.22           |
| 23                  | PENCIL, Sharpener, Manual (2024)   | 6        | piece    | 234.16     | 1,404.96         |
| 24                  | PUNCHER, paper, heavy duty, with two hole guide (2024)   | 1        | piece    | 165.88     | 165.88           |
| 25                  | RUBBER BAND, (#18) 70mm min lay flat length (2024)   | 2        | box      | 135.20     | 270.40           |
| 26                  | SCISSORS, symmetrical/assymetrical, blade length: 65mm (2024)  | 3        | pair (s) | 33.37      | 100.11           |
| 27                  | SIGN PEN, black, liquid/gel ink, 0.5mm, non-refillable (2024)  | 50       | piece    | 22.20      | 1,110.00         |
| 28                  | SIGN PEN, blue, liquid/gel ink, 0.5mm, non-refillable (2024)   | 50       | piece    | 22.20      | 1,110.00         |
| <b>TOTAL AMOUNT</b> |  |          |          | P          | <b>26,885.46</b> |

**NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME**

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| STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:<br><br><div style="text-align: center;"> <br/> <b>RYAN G. SIH</b><br/>                     AGENCY PROPERTY/SUPPLY OFFICER                 </div> | FUNDS CERTIFIED AVAILABLE:<br><br><div style="text-align: center;"> <br/> <b>RYAN R. ROMQUILLO</b><br/>                     AGENCY CHIEF ACCOUNTANT                 </div> | APPROVED:<br><br><div style="text-align: center;"> <br/> <b>DR. ARNOLD E. VELASCO</b><br/>                     AGENCY HEAD/AUTHORIZED SIGNATURE                 </div> |
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FUNDS DEPOSITED WITH PS  CHECK No. \_\_\_\_\_ (P \_\_\_\_\_) ENCLOSED  
 IN THE AMOUNT OF: \_\_\_\_\_

|  |   |
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| NAME AND ADDRESS OF TARLAC STATE UNIVERSITY, ROMULO BLVD.,<br>REQUESTING AGENCY SAN VICENTE, TARLAC CITY<br>TEL. NOS. (045) 606-8142/ 606-8157 | AGENCY A/C CODE 0803700000010583<br>AGENCY CONTROL No |
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**AGENCY PROCUREMENT REQUEST**

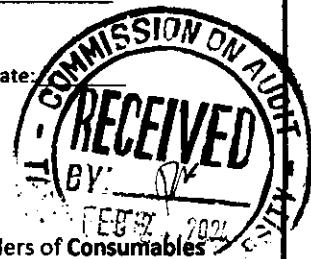
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|---------------------|--|----------|--------|------------|------------------|
|                     | Balance Forwarded  |          |        |            | 26,885.46        |
| 29                  | SIGN PEN, red, liquid/gel ink, 0.5mm, non-refillable (2024)    | 50       | piece  | 22.20      | 1,110.00         |
| 30                  | STAMP PAD INK, purple or violet, 50ml                          | 2        | bottle | 28.91      | 57.82            |
| 31                  | STAMP PAD, felt, bed dimension: 60mmx100mm, violet (2024)      | 3        | piece  | 39.92      | 119.76           |
| 32                  | STAPLE REMOVER, plier type (2024)                              | 3        | piece  | 27.87      | 83.61            |
| 33                  | STAPLE WIRE, standard (2024)                                   | 2        | box    | 23.76      | 47.52            |
| 34                  | TAPE DISPENSER, table top, for 24mm width tape (2024)          | 5        | piece  | 80.08      | 400.40           |
| 35                  | TAPE, transparent, width: 24mm (±1mm), length: 50 meters -2024 | 20       | roll   | 11.18      | 223.60           |
| <b>TOTAL AMOUNT</b> |  |          |        |            | <b>28,928.17</b> |

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