

NAME AND ADDRESS OF REQUESTING AGENCY: TARLAC STATE UNIVERSITY, ROMULO BLVD., SAN VICENTE, TARLAC CITY
 TEL. NOS. (045) 606-8142/ 606-8157

AGENCY ACCOUNT CODE: 08037000600010583
 AGENCY CONTROL No.

AGENCY PROCUREMENT REQUEST

PS APR No.

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

3/20/2024
 (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

24031165

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
PS-COMMON JANITORIAL SUPPLIES					
1	MOP HEAD, Made of Rayon (2024)	1200	piece	122.51	147,012.00
2	TISSUE, Tiolet Tissue Paper 2ply, 100% recycled, 12rolls/ pack (2024)	242	pack	100.00	24,200.00
PS-COMMON USE SUPPLIES					
3	BINDING AND PUNCHING MACHINE, Heavy Duty (2024)	2	unit	10,488.19	20,976.38
4	CALCULATOR, compact, 12 digits (2024)	12	unit	292.86	3,514.32
5	CLIP, backfold, 19mm (2024)	5	box	9.59	47.95
6	CLIP, backfold, 32mm (2024)	17	box	28.12	478.04
7	CLIP, backfold, 50mm (2024)	10	box	61.64	616.40
8	COMPUTER CONTINOUS FORM, 3ply, 280mm x 378mm, carbonless (2024)	6	box	1,658.80	9,952.80
9	DATA FILE BOX, with closed ends, material: chipboard 3mm	460	piece	84.92	39,063.20
10	ENVELOPE, documentary, A4, 500pcs/box (2024)	2	box	1,078.79	2,157.58
11		500	piece	20.00	10,000.00
12	GLUE, all purpose, 200 grams (2024)	8	jar	77.79	622.32
13	INDEX TAB, transparent, self-adhesive (2024)	62	box	69.42	4,304.04
14	MARKER, fluorescent, 3 assorted colors pet set (2024)	3	set	40.33	120.99
15	MARKER, permanet, felt tip, bullet type, black (2024)	10	piece	9.10	91.00
16	MARKER, whiteboard, black, felt tip, bullet type (2024)	150	piece	10.62	1,593.00
17	MARKER, whiteboard, blue, felt tip, bullet type (2024)	150	piece	10.62	1,593.00
18	MARKER, whiteboard, red, felt tip, bullet type (2024)	150	piece	10.62	1,593.00
19	NOTE PAD, Stick On, 3"x3" (2024)	75	pad	57.20	4,290.00
20	PAPER CLIP, vinyl/plastic coat, length: 33mm (2024)	3	box	8.82	26.46
21	PAPER CLIP, vinyl/plastic coat, length: 50mm (2024)	8	box	13.78	110.24
22	PAPER, multi-purpose, 70gsm, A4 (2024)	100	ream (s)	137.74	13,774.00
23	PAPER, multi-purpose, 70gsm, Legal (2024)	412	ream (s)	158.91	65,470.92
24	PUNCHER, paper, heavy duty, with two hole guide (2024)	5	piece	165.88	829.40
25	SCISSORS, symmetrical/asymmetrical, blade lentgh: 65mm (2024)	5	pair (s)	33.37	166.85
TOTAL AMOUNT					352,603.89

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

FUNDS CERTIFIED AVAILABLE:

APPROVED:

RYAN G. SIH

AGENCY PROPERTY/SUPPLY OFFICER

RYAN R. RONQUILLO

AGENCY CHIEF ACCOUNTANT

DR. ARNOLD E. VELASCO

AGENCY HEAD/AUTHORIZED SIGNATURE

[] FUNDS DEPOSITED WITH PS [] IN THE AMOUNT OF: _____

MAR 20 2024
 CHECK NO. _____

(P)

ENCLOSED

MAR 21 2024

NAME AND ADDRESS OF REQUESTING AGENCY: TARLAC STATE UNIVERSITY, ROMULO BLVD., SAN VICENTE, TARLAC CITY
 TEL. NOS. (045) 606-8142/ 606-8157

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ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Balance Forwarded				352,603.89
26	STAMP PAD, felt, bed dimension: 60mm x 100mm, violet (2024)	15	piece	39.92	598.80
27	STAPLE REMOVER, plier type (2024)	3	piece	27.87	83.61
28	STAPLE WIRE, standard (2024)	7	box	23.76	166.32
29	STAPLER, #35 (heavy duty) (2024)	2	piece	300.00	600.00
30	STAPLER, standard type (2024)	8	piece	145.60	1,164.80
31	TAPE DISPENSER, table top, for 24mm width tape (2024)	1	piece	80.08	80.08
32	TAPE, masking, width: 24mm (±1mm), length: 50 meters (2024)	1	roll	61.88	61.88
33	TAPE, masking, width: 48mm (±1mm), length: 50 meters (2024)	11	roll	121.16	1,332.76
34	TAPE, packaging, width: 48mm (±1mm), length: 50 meters (2024)	1	roll	22.36	22.36
35	TAPE, transparent, width: 24mm (±1mm), length: 50 meters (2024)	1	roll	11.18	11.18
36	TAPE, transparent, width: 48mm (±1mm), length: 50 meters (2024)	1	roll	22.57	22.57
TOTAL AMOUNT					356,748.25

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

FUNDS CERTIFIED AVAILABLE:

APPROVED:

RYAN G. SIH

AGENCY PROPERTY/SUPPLY OFFICER

RYAN R. RONQUILLO

AGENCY CHIEF ACCOUNTANT

DR. ARNOLD E. VELASCO

AGENCY HEAD/AUTHORIZED SIGNATURE

[] FUNDS DEPOSITED WITH PS [] CHECKING NO. MAV 22 2024
 IN THE AMOUNT OF: _____ (P. _____)

ENCLOSURE
 MAR 22 2024
 STATE UNIVERSITY