

NAME AND ADDRESS OF TARLAC STATE UNIVERSITY, ROMULO BLVD.,	AGENCY AGENCY CODE 0803700000010583
REQUESTING AGENCY SAN VICENTE, TARLAC CITY	AGENCY CONTROL No
TEL. NOS. (045) 606-8110 local 157/142	

AGENCY PROCUREMENT REQUEST

PS APR No. P.O. # 2020-101

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

2/20/2026
(Date Prepared)

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

Mode of delivery: Pick-up (Fast Lane) Pick-up (Schedule) Delivery (door-to-door)

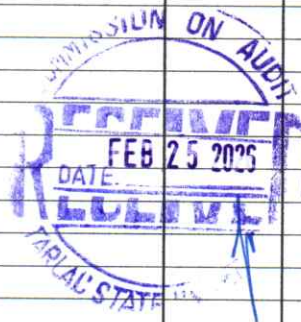
In case fund is not sufficient: Reduce Quantity Bill Us Charge to Unutilized Deposit, APR No.: _____ Date: _____

- 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
BC-PS-COMMON USE SUPPLIES					
1	CLIP, Paper, vinyl/plastic coated, 33mm	10	box	15.00	150.00
2	CLIP, Paper, vinyl/plastic coated, Jumbo, 50mm	10	box	15.00	150.00
3	ENVELOPE, Documentary, Legal, 500pcs/box	20	box	1,060.00	21,200.00
4	FOLDER, Pressboard Legal 100pcs/box	2	box	1,050.00	2,100.00
5	FOLDER, Tagboard folder with tab, legal 100pcs/pack	2	pack	420.00	840.00
6	PAPER, Multi-Copy, Legal, 80gsm	25	ream	230.00	5,750.00
7	PAPER, Multi-Copy, A4, 80gsm	25	ream	215.00	5,375.00
8	RUBBER BAND, No. 18	10	box	140.00	1,400.00
9	STAPLE WIRE, Standard	10	box	35.00	350.00
10	TAPE, Masking, width: 24mm (±1mm), length: 50meters	30	roll	60.00	1,800.00
11	TAPE, Masking, width: 48mm (±1mm), length: 50meters	30	roll	145.00	4,350.00
12	TAPE, Transparent, Width 24mm (±1mm), length: 50meters	30	roll	20.00	600.00
13	TAPE, Transparent, Width 48mm (±1mm), length: 50meters	30	roll	35.00	1,050.00
TOTAL AMOUNT					₱ 45,115.00



NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: _____ RYAN G. SIH AGENCY PROPERTY/SUPPLY OFFICER	FUNDS CERTIFIED AVAILABLE: _____ RYAN R. RONQUILLO AGENCY CHIEF ACCOUNTANT	APPROVED: _____ DR. ARNOLD E. VELASCO AGENCY HEAD/AUTHORIZED SIGNATURE
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FUNDS DEPOSITED WITH PS CHECK No. _____ IN THE AMOUNT OF: _____ (P. _____) ENCLOSED