

PURCHASE REQUEST

Entity Name: DOHA PE

Fund Cluster: _____

Office/Section : Embassy

PR No.: 18-71

Date: 22 July 2018

Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pack	BATTERY, size 3A, alkaline	5	QR 8.00	QR 40.00
	pack	BATTERY, Size 2A, alkaline	5	QR 8.00	QR 40.00
	btl	ALCOHOL, 70%, ethyl	15	QR 15.00	QR 225.00
	box	A4 BOND PAPER, 80gsm	30	QR 65.00	QR 1,950.00
	box	F4 BOND PAPER, 80gsm	6	QR 120.00	QR 720.00
	box	BINDER CLIP 3/4"/19MM	10	QR 1.50	QR 15.00
	box	BINDER CLIP 1"/25mm	10	QR 2.50	QR 25.00
	box	BINDER CLIP 41mm	10	QR 4.50	QR 45.00
	box	BINDER CLIP 41mm	6	QR 5.50	QR 33.00
	box	BROWN ENVELOPE 9X13", 250's	1	QR 90.00	QR 90.00
	box	BROWN ENVELOPE 10X15", 250's	1	QR 120.00	QR 120.00
	piece	FILING BOX 45MM	8	QR 5.00	QR 40.00
	piece	FILING BOX 70MM	40	QR 5.00	QR 200.00
	piece	GLUE PASTE UHU STICK 21G	36	QR 5.00	QR 180.00
	piece	GLUE PASTE UHU liquid	12	QR 4.00	QR 48.00
	box	HANGING FILE (Suspension file)	2	QR 75.00	QR 150.00
	pack	HIGHLIGHTER PEN, 3 pack	5	QR 12.00	QR 60.00
	box	A4 LAMINATING FILM (POUCH)	1	QR 44.00	QR 44.00
	piece	LOG BOOK FS 4QR	3	QR 15.00	QR 45.00
	piece	SHORTHAND NOTEBOOK	2	QR 21.00	QR 42.00
	box	ORDINARY BALLPEN FABER CASTEL BLACK/BLUE	2	QR 30.00	QR 60.00
	pack	FOLDER, clear plastic, L-type, A4 size,	8	QR 9.00	QR 72.00
	pack	FOLDER, clear plastic, L-type, legal siz	8	QR 9.50	QR 76.00
	box	ORDINARY BALLPEN CELLO BLACK/BLUE/RED (2black, 1 blue, 2 red)	5	QR 18.00	QR 90.00
	box	PAPER CLIP SMALL	2	QR 2.00	QR 4.00
	piece	PAPER CUTTER MEDIUM	3	QR 10.00	QR 30.00
	box	PAPER FASTENER, Metal	10	QR 7.00	QR 70.00
	pack	PAPER FOLDER LONG 50's	6	QR 55.00	QR 330.00
	piece	MARKING PEN, whiteboard, black	12	QR 1.25	QR 15.00
	piece	MARKING PEN, whiteboard, blue	12	QR 1.25	QR 15.00
	piece	MARKING PEN, whiteboard, red	12	QR 1.25	QR 15.00
	piece	MARKER, PENTEL PEN, permanent, black/blue 12each color	36	QR 1.25	QR 45.00
	pack	PENCIL 12's	1	QR 42.00	QR 42.00
	box	PILOT PEN G2 0.5 BLACK/BLUE/RED, 12s	3	QR 60.00	QR 180.00
	pack	PLASTIC FOLDER SHORT	8	QR 15.00	QR 120.00
	pack	PLASTIC FOLDER LONG, 12's	8	QR 15.00	QR 120.00
	pad	POST IT PAD 1X1.5, post it brand	12	QR 2.00	QR 24.00
	pad	POST IT PAD 2X3 , post it brand	12	QR 3.00	QR 36.00
	pad	POST IT PAD 3X3 , post it brand	10	QR 4.00	QR 40.00
	piece	BROWN PAPER (MANILA PAPER)	30	QR 1.00	QR 30.00
	box	RUBBER BAND SMALL	15	QR 2.80	QR 42.00
	box	RUBBER BAND BIG	10	QR 8.00	QR 80.00
	roll	SCOTCH TAPE 3/4" CLEAR	15	QR 4.00	QR 60.00