PPMP #: *36-5-1556-2022-0-0-3*

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

GF-2022-01-00015

PURCHASE REQUEST

PR #: **GF-2022-01-00015** Date: **01-17-2022**

Dept./Office: **CFES**

Section/End-User: **Jesibel L. Muertigue**

Funding Source: **General Fund - MOOE**

Category: **Office Supplies**

Project Title/Code: **CFES-Higher Education (Petty Cash Fund)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Alchol, Isopropyl, 70% solution, 500mL, pump type**	btls	2	250.00		500.00
2	**Disinfectant Spray, 170g**	can	1	280.00		280.00
3	**Duster, Feather**	pcs	2	56.00		112.00
4	**Empty Water Bottle (5 gallon), round, blue**	pc	4	190.00		760.00
5	**Hand Sanitizer, Gel, Antibacterial, push-type, 250mL**	btls	2	120.00		240.00
6	**Ink, for stamp pad, violet, 30mL, w/ applicator**	btls	1	35.00		35.00
7	**Liquid Hand Soap**	gallon	1	500.00		500.00
8	**Memo Notebooks, 60 leaves**	pieces	1	22.00		22.00
9	**Puncher, Heavy Duty**	pieces	1	450.00		450.00
	TOTAL					**2,899.00**

Purpose: For office use

Checked by:	Funds Available:
DOREEN B. ALBA	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**JESIBEL L. MUERTIGUE**	**DENNIS P. PEQUE**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU