APR FORM revised May 2015

FORM NO. 002

NAME AND ADDRESS OF REQUESTING AGENCY: VISYAS STATE UNIVERSITY - Main Campus, Visca, Baybay City, Leyte TEL. NOS.	AGENCY ACCT. CODE AGENCY CONTROL No
AGENCY PROCUREMENT REQUEST	PS APR No.

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

February 27, 2022
(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	Air Freshener	33	cans	87.92	2,901.36
2	Alcohol, Ethyl, 500 ml	96	bottle	47.85	4,593.60
3	Battery, dry cell, AAA	35	packs	19.75	691.25
4	Calculator, compact	2	units	236.72	473.44
5	Clip, backfold, 25mm	8	boxes	15.88	127.04
6	Correction Tape	47	pcs	12.42	583.74
7	Eraser, Felt, for blackboard/whiteboard	7	pcs	12.29	86.03
8	Liquid Hand Sanitizer, 500mL	2	bottle	87.07	174.14
9	Marker, Flourescent	23	set	39.48	908.04
10	Mophandle, heavy duty, screw type	5	pcs	134.40	672.00
11	Paper Clip, vinyl/plastic coated, 33mm	49	boxes	9.50	465.50
12	Paper, Multicopy, A4, 80 gsm	810	reams	147.17	119,207.70
13	Ruler, plastic, 450mm	15	pcs	17.92	268.80
14	Tape, transparent, 24mm	10	rolls	12.04	120.40
			TOTAL AMOUNT	₱	**131,273.04**

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:	FUNDS CERTIFIED AVAILABLE:	APPROVED:
ALICIA M. FLORES	NICK FREDDY BELLO	EDGARDO E. TULIN
AGENCY PROPERTY/SUPPLY OFFICER	AGENCY CHIEF ACCOUNTANT	AGENCY HEAD/AUTHORIZED SIGNATURE