



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

PURCHASE REQUEST

Dept./Office: **DA**

PR No.: **GF-2021-09-01016**

Date: **04-19-2022**

Section/End-User: **Milesa C. Marsado**

Category: **Office Supplies**

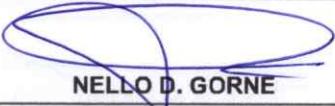
Funding Source: **General Fund - MOOE**


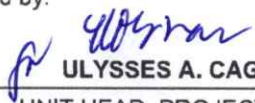
Project Title/Code: **A.iii.a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	1	192.00		192.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
4	Envelope, Brown, long, good quality	pcs	10	5.00		50.00
5	Envelope, Expanding, with garter tie, brown, long	pc	25	15.00		375.00
6	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	10	300.00		3,000.00
Specification: .						
7	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
8	Pen, Ball, blue	pieces	50	10.00		500.00
9	Ring Binder, plastic, 14mm, 9/16" black	pieces	2	15.00		30.00
10	Ring Binder, plastic, 20mm, 3/4" black	pieces	2	22.00		44.00
11	Ring Binder, plastic, 22mm, 7/8" black	pieces	2	27.00		54.00
12	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00

13	Ring Binder, plastic, 8mm, 5/16" black	pieces	2	8.00		16.00
14	Ring Binder, plastic, 14mm, 5/8" black	pieces	2	18.00		36.00
15	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
16	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
17	Sticky Note, 3 x 3, Yellow	pads	3	84.00		252.00
18	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	30	204.00		6,120.00
19	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00		280.00
TOTAL						13,944.00

Purpose: Office Supplies

Checked by:	 NELLO D. GORNE TWG - Office Supplies	Funds Available:	ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 MILESA C. MARSADO	 ULYSSES A. CAGASAN #12/22	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU