

PURCHASE REQUEST
VISAYAS STATE UNIVERSITY
 (Agency)

Department : Department of Meteorology

PR No.: _____

Section _____

SAI No.: _____

Date: 21 Sept 2022

Stock No.	Unit	Item Description	Qty.	Unit Cost	Total Cost
1	pcs	Book binding	1	200.00	200.00
2	pcs	White board marker	1	63.75	63.75
3	pcs	Gang outlet	4	85.00	340.00
4	pcs	AC Plug	1	35.00	35.00
5	mtr	Flat Cord (3.5m)	3.5	35.00	122.50
6	service	Assemble	1	150.00	150.00
7	pcs	Diploma Cover for Certificate	2	100.00	200.00
8		Snacks (Bench marking of other universities)			600.00
9		Snacks (Bench marking of other universities)			120.00
10	service	LBC for PAGASA (MOA OF OJT)	1	310.00	310.00
11	mtr	PDX wire #14	6	55.00	330.00
12	pcs	Aircon outlet	2	195.00	390.00
13	pcs	Utility box	2	35.00	70.00
14	pcs	HID plug	1	55.00	55.00
15	pcs	tox	10	1.00	10.00
16	pcs	wood screw	10	1.00	10.00
17	pcs	Tox # 6 white	10	1.00	10.00
18	pcs	Royo Rubber plug	1	40.00	40.00
19	pcs	Black screw fluted 1 1/2	10	1.50	15.00
20	service	Laundry (office curtain)	1	200.00	200.00
21	roll	Duct tape, cloth, silver 48mmx15	2	99.00	198.00
22	pcs	hand sprayer	4	49.75	199.00
23	pcs	Illustration Board	4	54.50	218.00
24	bot	Zonrox	1	39.90	39.90
25	pack	Tissue Paper	1	183.55	183.55
26	bot	Brother ink (M)	1	390.00	390.00
27	pcs	adaptor plug	4	70.00	280.00
Certified Funds Available:					
<u>ALICIA M. FLORES</u> OIC, Budget Office					
Charge to: Dept of Meteorology Fund					
			TOTAL		4,779.70

Purpose: Supplies and materials for immediate use in the Dept of Meteorology.

Requested by:		Approved by:
Signature:		
Printed Name	<u>LORNA B. ABAMO</u>	<u>EDGARDO E. TULIN</u>
Designation	Admin Aide VI	President