



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

PURCHASE REQUEST

Dept./Office: **FARMI**

PR No.: **GF-2022-11-02221**

Date: **11-03-2022**

Section/End-User: **Vanessa May B. Milan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **EFARMI.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
3	Broom, Stick Broom, Tukog	pc	10	35.00		350.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
4	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	pcs	15	50.00		750.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
6	Folder, Expanded, Long (Light Blue)	pcs	8	20.00		160.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
8	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
9	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
10	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
11	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	220.00		2,200.00
12	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						16,718.00

Purpose: For office use

Requested by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	VANESSA MAY B. MILAN	DHENBER C. LUSANTA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU