



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

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2020-10-00631**

1243

Date: **10-16-2020**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ADMISSION Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
7	Correction Fluid, waterbase, 15 mL	btl	5	40.00		200.00
8	Date stamp, 10 years advance or more	pcs	1	100.00		100.00
Specification: Date stamp, 10 years advance or more						
9	Envelope, brown, ordinary, A4 size	pcs	25	10.00		250.00
10	Envelope, Expanding, with garter tie, blue, long	pc	40	15.00		600.00
11	Envelope, Expanding, with garter tie, brown, long	pc	40	15.00		600.00
12	Folder, Ordinary, A4	pcs	25	7.00		175.00
Specification: Folder, Ordinary, A4						
13	Folder, Pressboard, A4, US Green, Double Fold	pcs	30	40.00		1,200.00
Specification: Folder, pressboard, A4, US Green, double fold						
14	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00

15	Numbering machine, 12 digits w/ letter	piece	1	600.00		600.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
17	Pen, Ball, blue	pieces	50	10.00		500.00
18	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
19	Record Book, Big, 500 pages	pcs	4	115.00		460.00
20	Rubberband, #18, 350 gms/box	boxes	4	270.00		1,080.00
21	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
TOTAL						18,020.00

Purpose: for office use

Checked by: DOREEN B. ALBA		Funds Available: MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: MERIAM M. LUNA	Noted by: NANCY V. DUMAGUING	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU