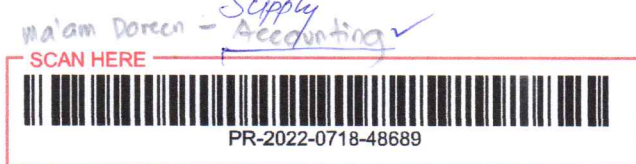




Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte



## PURCHASE REQUEST

Dept./Office: **CME**

Section/End-User: **Geecel F. Galvez**

Funding Source: **Trust Fund**

PR No.: **TF-2022-07-00961**

Category: **Office Supplies**

Project Title/Code: **20201050-1.105.2**

Date: **07-18-2022**

Duration: **2022-01-01**  
to  
**2022-12-31**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies</b>	unit	1	400.00		400.00

**Specification:**

- Description:
  - 1. Put the expansion screw into the pipe, then press it into the workbench, do not hit
  - 2. Screw in the side frame, note: the groove on the side rail is facing inwards
  - 3. Screw into the other side of the frame
  - 4. Put in the file tray
  - This four-layer file holder keeps working efficiently. Exquisite black surface and metal mesh design for any office interior. With this ambience, you can work comfortably.
- Specifications:
  - material: iron
  - Colour: Black

2	<b>Binder Clip, 1.5", black</b>	pcs	12	7.50		90.00
3	<b>Binder Clip, 2-inch, 12 pcs/box</b>	boxes	2	100.00		200.00



**Specification:**

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

4	<b>Gel Ink Sign Pen 0.5, black</b>	pcs	12	25.00		300.00
5	<b>Gel Ink Sign Pen 0.5, blue</b>	pcs	12	25.00		300.00
6	<b>Gel Ink Sign Pen 0.5, red</b>	pcs	12	25.00		300.00
7	<b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)</b>	pcs	2	195.00		390.00
8	<b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)</b>	pcs	4	100.00		400.00

9	<b>Paper, Bond, A4, S-20, 70 gsm</b>	reams	15	253.00		3,795.00
<b>Specification:</b> bright white, high premium quality						
10	<b>Paper, Bond, A4, S-24, 80 gsm</b>	reams	10	289.00		2,890.00
<b>Specification:</b> bright white, high premium quality						
11	<b>Paper, Bond, Long, S-20, 70 gsm</b>	reams	15	286.00		4,290.00
<b>Specification:</b> bright white, high premium quality						
12	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>	packs	12	38.00		456.00
13	<b>Pen, Permanent Marker, JUMBO black</b>	pieces	5	120.00		600.00
14	<b>Pen, Whiteboard Marker, black</b>	pieces	6	50.00		300.00
15	<b>Pen, Whiteboard Marker, blue,</b>	pieces	6	50.00		300.00
16	<b>TNT Prepaid Cell Card, 500Php</b>	pcs	10	550.00		5,500.00
<b>TOTAL</b>						<b>20,511.00</b>

Purpose: For Office supplies

Checked by:		Funds Available:	
 <b>DOREEN B. ALBA</b>		 <b>NICK FREDDY R. BELLO</b>	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>GEECEL F. GALVEZ</b>	<b>MOISES NEIL V. SERIÑO</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU