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PR-2024-0216-179298



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

PURCHASE REQUEST

PPMP No. : 43-5-2046-2024-1-0-6

Dept./Office: DSS

PR No.: GF-2024-02-00550

Date: 02-16-2024

Section/End-User: Emelita S. Pausanos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DSS 2024 Advance ed

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
2	Kitchen paper towel	pack	2	100.00		200.00
3	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	4	110.00		440.00

Specification:

?2 Ply

?at least 70 pulls or 140 Sheets

?Sheet size: at least 275mm x 230mm

?No artificial whiteners & elemental chlorine

4	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						3,460.00

Purpose: office use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: EMELITA S. PAUSANOS	Noted by: SUZETTE B. LINA UNIT HEAD, PROJECT LEADER	Approved by: DANIEL LESLIE S. TAN PRESIDENT, VSU
Printed Name:			
Designation:			