



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

PURCHASE REQUEST

Dept./Office: **DTE**PR #: **GF-2020-10-00356** 1179Date: **10-14-2020**Section/End-User: **Bayron S. Barredo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DTE ADVANCE EDUCATION-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	2	250.00		500.00
2	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
3	Disinfectant Cleaner, multi-surface, scented	gal	5	300.00		1,500.00
4	Disinfectant Spray, 340g	can	5	465.00		2,325.00
5	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	2	495.00		990.00
6	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
7	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	20	35.00		700.00
8	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
9	Staple Wire, #35	boxes	50	30.00		1,500.00
10	Tape, Magic, 12mm x 50m	rolls	10	196.00		1,960.00
11	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
12	Tape, Transparent, 24mm x 50m	rolls	15	120.00		1,800.00
TOTAL						14,545.00

Purpose: Use for Office and Instruction Purposes

Checked by: ALICIA M. FLORES TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: BAYRON S. BARREDO END USER	Noted by: JOEL Q. MABALHIN UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU