



PPMP #: 23-5-1233-2021-8-0-8



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

PURCHASE REQUESTDept./Office: **NCRC**PR #: **GF-2020-10-00716 / 1403**Date: **10-27-2020**Section/End-User: **Jerrel Ann L. Lagitao**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **TP.CO.008**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	10	250.00		2,500.00
2	Hand Towel, cloth, cotton, 12 pcs/pack	piece	2	160.00		320.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	6	195.00		1,170.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
5	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	bags	3	1,030.00		3,090.00
6	Soap, Detergent, Bar, at least 350g, any scent	bar	10	38.00		380.00
Specification:						
7	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
8	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
9	Tape, Packaging, 2" x 100 yards, Clear	rolls	10	55.00		550.00
10	Toner Kit, Kyocera, TK-899, Bk, FS-C8520MFP	piece	1	5,150.00		5,150.00
11	Toner Kit, Kyocera, TK-899, C, FS-C8520MFP	piece	1	8,500.00		8,500.00
12	Toner Kit, Kyocera, TK-899, M, FS-C8520MFP	piece	1	8,500.00		8,500.00
13	Toner Kit, Kyocera, TK-899, Y, FS-C8520MFP	piece	1	8,500.00		8,500.00
TOTAL						43,215.00

Purpose: For office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:		Noted by:		Approved by:	
Printed Name:	JERREL ANN L. LAGITAO		MA. JULIET C. CENIZA		EDGARDO E. TULIN
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU