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PR-2024-1008-228808



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0492

Dept./Office: DPhys

PR No.: GF-2024-10-02476

Date: 10-08-2024

Section/End-User: *Mary Joy P. Israel*
Perlie A. Guecel

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DPHYS- 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	3	650.00	ATHENA VALERIE C. CASANGCAPAN	1,950.00
2	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	2	520.00	ATHENA VALERIE C. CASANGCAPAN	1,040.00
3	Fabric Conditioner, 1L, any scent	btls	3	415.00		1,245.00
4	Folder, Expanded, Long (Light Blue)	pcs	50	30.00		1,500.00
5	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
6	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	25	165.00		4,125.00
7	Key Lock box cabinet/ Key Cabinet Organizer	pc	1	1,500.00	ATHENA VALERIE C. CASANGCAPAN	1,500.00
Specification: Specs: Key Lock box Cabinet; Alluminum alloy, Fiber board, Metal key hooks, light weight, lockable, wall mounted key cabinet organizer with lock for security, can store 48 key position box, Dimension: 26.4x5.6x44.2cm with 1 set key cabinet organizer						
8	Paper, Bond, A4, S-24, 80 gsm	reams	33	289.00		9,537.00
Specification: bright white, high premium quality						
9	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
10	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
11	Record Book, Big, 300 pages	pcs	10	155.00		1,550.00
12	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00		1,500.00

13	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	ATHENA VALERIE C. CASANGCAPAN	1,500.00
14	Staple Wire, #35	boxes	10	35.00		350.00
15	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00		800.00

Specification:

- ?Sticky Flags Suitable For/As:
- ?Indexing Tab
- ?Highlighting
- ?Marking
- ?Repositionable
- ?One end straight-cut, One end arrow-shaped
- ?Can be used to show/indicate where to attach signature

16	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
17	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00		395.00
TOTAL						33,802.00

Purpose: For Office Use

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 ALICIA M. FLORES	
TWG - Office Supplies <i>R 101</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 MARY JOY P. ISRAEL	 REV RHIZZA L. AURE	 PROSE IVY G. YEPES
Printed Name:	PERLIE A. GUGELA	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			

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