



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

PURCHASE REQUEST

Dept./Office: **PRCRTC**

PR #: **GF-2020-10-00663 /1330**

Date: **10-16-2020**

Section/End-User: **Erlinda A. Vasquez**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **PRC 24-PRCRTC 075 S2**

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	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
3	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	2	198.00		396.00
4	Disinfectant Spray, 340g	can	2	465.00		930.00
5	Dust pan, plastic, stand-up handle, small	pc	2	75.00		150.00
6	Envelope, Expanding, with garter tie, brown, long	pc	12	15.00		180.00
7	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	160.00		160.00
8	Net bags, fish net, 13" x 13"	pc	24	19.00		456.00
9	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	2	75.00		150.00
10	Plastic Twine, 1kl/roll	rolls	12	65.00		780.00
11	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	6	88.00		528.00
12	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
13	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						5,468.00

Purpose: For project use

Checked by:

ALICIA M. FLORES

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Requested by:

ERLINDA A. VASQUEZ

Noted by:

ERLINDA A. VASQUEZ

Approved by:

EDGARDO E. TULIN

Printed Name:

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU