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PR-2022-0830-58366



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

PURCHASE REQUEST

Dept./Office: **DBS**PR No.: **GF-2022-08-01202**Date: **08-30-2022**Section/End-User: **Alma . Gofredo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBS (A.III.A) 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Eraser, whiteboard, magnetic flannel	pc	3	60.00	ANALYN M. MAZO	180.00
2	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00	ANALYN M. MAZO	650.00
3	Memo Notebooks, 60 leaves	pieces	2	22.00	ANALYN M. MAZO	44.00
4	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	2	205.00	ANALYN M. MAZO	410.00
5	Pen, Permanent Marker, black, fine tip	pieces	10	60.00	ANALYN M. MAZO	600.00
6	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00	ANALYN M. MAZO	600.00
7	Pen, Permanent Marker, red, fine tip	pieces	10	60.00	ANALYN M. MAZO	600.00
8	Pen, Ball, red	pieces	20	10.00	ANALYN M. MAZO	200.00
9	Pen, Whiteboard Marker, blue,	pieces	10	50.00	ANALYN M. MAZO	500.00
10	Puncher, 2 holes, heavy duty	pieces	2	155.00	ANALYN M. MAZO	310.00
11	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00	ANALYN M. MAZO	200.00
12	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	ANALYN M. MAZO	750.00
13	Sticky Note, 3x5 Colored	pads	10	50.00	ANALYN M. MAZO	500.00
14	Toilet Bowl Cleaner, at least 1 gallon	gal	3	395.00	ANALYN M. MAZO	1,185.00
TOTAL						6,729.00

Purpose: Office Use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

ALMA . GOFREDO

Designation:

END USER

Noted by:

ANALYN M. MAZO**UNIT HEAD, PROJECT LEADER**

Approved by:

EDGARDO E. TULIN**PRESIDENT, VSU**