



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

PURCHASE REQUEST

Dept./Office: **OVPREI**PR No.: **GF-2022-07-00941**Date: **07-13-2022**Section/End-User: **Romnic A. Cabelin**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPREI.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	1	785.00		785.00
4	Binder Clip, 1.5", black	pcs	50	7.50		375.00
5	Binder Clip, 2", black	pcs	50	8.50		425.00
6	Correction Tape, 10 meters	pcs	5	32.00		160.00
7	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
8	External Hard Drive, 1 TB	unit	2	3,000.00		6,000.00

Specification:

Transcend TS1TSJ25M3 Slim 1TB Portable Hard Drive (Green) with 3 YEARS

- Capacity: 1TB
- Connection interface: USB 2.0/3.0
- Storage Media: 2.5" SATA HDD
- Op. Voltage: USB DC 5V
- Size : 129.5mm x 82.4mm x 20.4mm
- Weight: 216g

9	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
10	Folder, Ordinary, A4	pcs	50	7.00		350.00

Specification:

Folder, Ordinary, A4

11	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
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12	Laminating Film, A4, 100 shts/box, 250 microns	box of 50's	1	1,430.00	1,430.00
13	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00	450.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	2,530.00

Specification:

bright white, high premium quality

15	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00	8,670.00
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Specification:

bright white, high premium quality

16	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	1,640.00
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Specification:

bright white, high premium quality

17	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00	2,500.00
18	Pen, Ball, blue	pieces	36	10.00	360.00
19	String Doormat/Rug/Basahan	pieces	5	100.00	500.00

Specification:

?Product Description

?Size (LxW): 21 x 15 inch

?Rugs in assorted printed colors and designs

?Handy made with high quality

?Cotton

20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00	4,080.00
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TOTAL

34,240.00

Purpose: Office supplies

Checked by:	Funds Available:
DOREEN B. ALBA	ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ROMNIC A. CABELIN	MARIA JULIET C. CENIZA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



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Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	ROMNIC A. CABELIN		MARIA JULIET C. CENIZA		EDGARDO E. TULIN	
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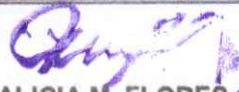
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