



GF-2020-10-00340

PPMP #: 24-5-837-2021-8-0-4



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

PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **GF-2020-10-00340/1103**Date: **10-14-2020**Section/End-User: **Lisa I. Arce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRCRTC 075 S1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	JOSE L. BACUSMO	1,250.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00	JOSE L. BACUSMO	28.00
3	Pen, Permanent Marker, black, fine tip	pieces	2	60.00	JOSE L. BACUSMO	120.00
4	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	JOSE L. BACUSMO	750.00
5	Tape, Masking, 1" x 25 yards	rolls	25	48.00	JOSE L. BACUSMO	1,200.00
6	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						3,960.00

Purpose: Project Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: LISA I. ARCE	Noted by: LISA I. ARCE	Approved by: EDGARDO E. TULIN
Printed Name:	LISA I. ARCE	LISA I. ARCE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU