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PR-2022-0902-59864



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

PURCHASE REQUEST

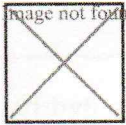
Dept./Office: **DPhys**PR No.: **GF-2022-09-01354**Date: **09-02-2022**Section/End-User: **Perlie A. Gucela**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPhys-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	7	140.00		980.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	35	115.00		4,025.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Carbon Paper, ordinary, Letter, 100 pcs/box	boxes	2	135.00		270.00
6	Duster, Feather	pcs	2	56.00		112.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
8	Folder, Brown, Long Size 8.5x13"	pcs	10	7.00		70.00
9	Folder, Pressboard, US, Blue, Long	pieces	30	30.00		900.00
10	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	258.00		258.00
11	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
12	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
Specification: bright white, high premium quality						
15	Pen, Ball, blue	pieces	25	10.00		250.00
16	Pen, Ball, red	pieces	25	10.00		250.00
17	Pen, Highlighter, orange	pieces	5	46.00		230.00
18	Pen, Highlighter, yellow	pieces	5	45.00		225.00

19	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
20	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
21	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
22	Post it	pieces	10	20.00		200.00

Specification:

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23	Record Book, 200 Pages	piece	5	90.00		450.00
24	Staple Wire, #35	boxes	2	30.00		60.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						28,472.00

Purpose: office use

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:	 PERLIE A. GUCELA	 REV RHIZZA L. AURE	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU