



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



## PURCHASE REQUEST

PPMP No. : 39-5-1242-2024-2-0-4

Dept./Office: CN

PR No.: GF-2024-04-01070

Date: 04-24-2024

Section/End-User: Guada Fe D. Amihan

Category: Office Supplies





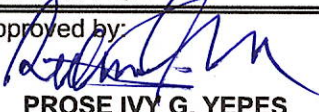
Funding Source: General Fund - MOOE

Project Title/Code: Nursing Incentives

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
<b>Specification:</b>  ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Folder, Pressboard, US, Green, Long, Doublefold	pcs	100	35.00		3,500.00
4	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	30	165.00		4,950.00
5	Paper, Bond, A4, S-20, 70 gsm	reams	150	253.00		37,950.00
<b>Specification:</b>  bright white, high premium quality						
6	Paper, Bond, Long, S-20, 70 gsm	reams	100	286.00		28,600.00
<b>Specification:</b>  bright white, high premium quality						
7	Pen, Permanent Marker, black, fine tip	pieces	30	60.00		1,800.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
9	Pen, Sign, .5mm, Gel-type, Red	piece	50	35.00		1,750.00
10	Pen, Whiteboard Marker, black	pieces	30	50.00		1,500.00
11	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
12	Scissors, 8" heavy duty, good quality	pieces	20	75.00		1,500.00
13	Scotch Tape 1 inch x 100 meters	rolls	30	40.00		1,200.00
14	Tape, Double Sided, 1" x 10m	rolls	30	45.00		1,350.00

15	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	100	204.00		20,400.00
	<b>TOTAL</b>					<b>116,800.00</b>

Purpose: For office and classroom use

Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> (CFM) HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  <b>GUADA FE D. AMIHAN</b>	Noted by:  <b>MICHELLE A. CALDA</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU