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PR-2022-0914-63260



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

PURCHASE REQUEST

Dept./Office: **ODI**PR No.: **GF-2022-09-01766**Date: **09-14-2022**Section/End-User: **Maria Louella C. Tambis**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **InnovationOffice.2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	4	250.00		1,000.00
2	Data filer A4 Size	pcs	10	250.00		2,500.00
3	Folder, Pressboard, A4, US Green, Double Fold	pcs	30	40.00		1,200.00
Specification: Folder, pressboard, A4, US Green, double fold						
4	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification: bright white, high premium quality						
7	Pen, Sign, .5mm, Gel-type, Blue	piece	60	35.00		2,100.00
8	Pen, Sign, .5mm, Gel-type, Red	piece	36	35.00		1,260.00
TOTAL						13,280.00

Purpose: For office use.

Checked by: ALICIA M. FLORES TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE 1mmv-500	
Requested by: MARIA LOUELLA C. TAMBIS END USER	Noted by: ALAN B. LORETO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU	