



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

PURCHASE REQUEST

PPMP No. : 214-5-2855-2024-7-0-0

Dept./Office: ASO

PR No.: GF-2023-08-01685

Date: 08-15-2023

Section/End-User: Elizabeth A. Italio II

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ASO-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00		3,600.00
3	Cleaner, Glass, 500mL, spray type, any scent	btls	4	200.00		800.00
4	Correction Tape, 8m x 5mm wide	pc	25	40.00		1,000.00
5	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
6	Disinfectant Spray, 340g	can	3	465.00		1,395.00
7	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
8	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
9	Glue Pen, Clear, 50mL	tubes	10	25.00		250.00
10	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
11	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	6	25.00		150.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
13	Paper, Construction, Assorted Colors, 20 shts/pack	packs	10	46.00		460.00
Specification:						
14	Paper, Manila	pcs	10	6.00		60.00
15	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	180	35.00		6,300.00
17	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
18	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	2	220.00		440.00

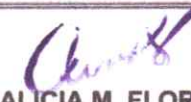
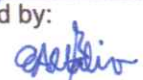
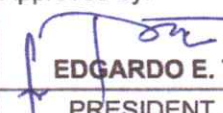
19	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20sheets x 5 colors)/pack	pack	30	40.00		1,200.00
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Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

20	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						28,975.00

Purpose: For Office use.

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>ms 1/11-2024</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  ELIZABETH A. ITALIO II END USER	Noted by:  RYSAN C. GUINOCOR UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU <i>8/11</i>