



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

PURCHASE REQUEST

Dept./Office: **DVCS**

PR #: **GF-2020-10-00203**

Date: **10-14-2020**

Section/End-User: **Noel C. Bustillo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DVBS2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	2,050.00		2,050.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	8	140.00		1,120.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	60.00		360.00
5	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	2	785.00		1,570.00
6	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	3	180.00		540.00
7	Chalk, Colored, Dustless, 12 pcs/box	boxes	5	20.00		100.00
8	Class Record, (for College use)	pcs	15	25.00		375.00
9	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
11	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
12	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
13	Disinfectant Cleaner, multi-surface, scented	gal	6	300.00		1,800.00
14	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
16	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
17	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00		900.00
18	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
19	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
20	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00		2,550.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
22	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
23	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
24	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
TOTAL						25,480.00

Purpose: office use

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