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

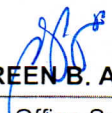
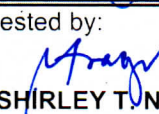
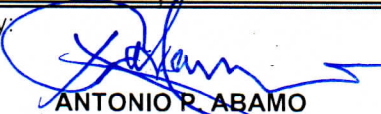
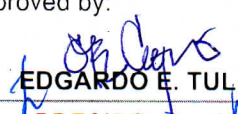
## PURCHASE REQUEST

Dept./Office: **OVPRE**PR #: **GF-2020-10-00430** *11109*Date: **10-15-2020**Section/End-User: **Shirley T. Nayre**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPREI-Extension (GF)**

| Item # | Item Description                                         | Unit  | Qty | Unit Cost | PAR/ICS          | Total Cost |
|--------|----------------------------------------------------------|-------|-----|-----------|------------------|------------|
| 1      | Acetate, transparent, guage #3, approx. 50m/roll         | rolls | 1   | 1,440.00  |                  | 1,440.00   |
| 2      | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent | tubes | 5   | 220.00    |                  | 1,100.00   |
| 3      | Alchol, Isopropyl, 70% solution, 500mL, pump type        | btls  | 20  | 250.00    |                  | 5,000.00   |
| 4      | Alcohol, Ethyl, 70% solution, 500mL                      | btls  | 20  | 125.00    | SHIRLEY T. NAYRE | 2,500.00   |
| 5      | Broom, Soft (Tambo), Large, Heavy Duty                   | pcs   | 8   | 250.00    |                  | 2,000.00   |
| 6      | Car Freshener, Gel, at least 70g, Lemon/Orange scent     | cans  | 6   | 180.00    |                  | 1,080.00   |
| 7      | Cartolina, US, Green, at least 160gsm                    | pcs   | 20  | 14.00     |                  | 280.00     |
| 8      | Cartolina, US, Light Blue, at least 160gsm               | pcs   | 20  | 14.00     |                  | 280.00     |
| 9      | Cartolina, US, Light Green, at least 160gsm              | pcs   | 20  | 14.00     |                  | 280.00     |
| 10     | Cartolina, US, Neon Blue, at least 160gsm                | pcs   | 20  | 14.00     |                  | 280.00     |
| 11     | Cartolina, US, Neon Gold, at least 160gsm                | pcs   | 20  | 14.00     |                  | 280.00     |
| 12     | Cartolina, US, Neon Green, at least 160gsm               | pcs   | 20  | 14.00     |                  | 280.00     |
| 13     | Cartolina, US, Neon Orange, at least 160gsm              | pcs   | 20  | 14.00     |                  | 280.00     |
| 14     | Cartolina, US, Pink, at least 160gsm                     | pcs   | 20  | 14.00     |                  | 280.00     |
| 15     | Cartolina, US, Red, at least 160gsm                      | pcs   | 20  | 14.00     |                  | 280.00     |
| 16     | Cartolina, US, Violet, at least 160gsm                   | pcs   | 10  | 14.00     |                  | 140.00     |
| 17     | Cartolina, US, White, at least 160gsm                    | pcs   | 20  | 14.00     |                  | 280.00     |
| 18     | Cartolina, US, Yellow, at least 160gsm                   | pcs   | 20  | 14.00     |                  | 280.00     |
| 19     | Cartolina, Vellum, Gold, at least 180gsm                 | pcs   | 15  | 35.00     |                  | 525.00     |

| Item # | Item Description                                                    | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------|---------------------------------------------------------------------|--------|-----|-----------|---------|------------------|
| 20     | Cartolina, Vellum, White, at least 180gsm                           | pcs    | 15  | 35.00     |         | 525.00           |
| 21     | Cleaner, Glass, 500mL, any scent                                    | btls   | 3   | 198.00    |         | 594.00           |
| 22     | Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color | pcs    | 5   | 67.00     |         | 335.00           |
| 23     | Disinfectant Spray, 170g                                            | can    | 10  | 280.00    |         | 2,800.00         |
| 24     | Dust pan, plastic, stand-up handle, small                           | pc     | 1   | 75.00     |         | 75.00            |
| 25     | Envelope, Expanding, plastic, A4                                    | pc     | 10  | 26.00     |         | 260.00           |
| 26     | Fastener, Paper, plastic, 50 sets/box                               | boxes  | 2   | 38.00     |         | 76.00            |
| 27     | Folder, File, Long, 14pts, White                                    | piece  | 20  | 10.00     |         | 200.00           |
| 28     | Folder, Pressboard, US, Blue, Long                                  | pieces | 20  | 30.00     |         | 600.00           |
| 29     | Folder, Pressboard, US, Green, Long                                 | pcs    | 30  | 30.00     |         | 900.00           |
| 30     | Mop Handle, plastic                                                 | pieces | 2   | 120.00    |         | 240.00           |
| 31     | Mop Handle, steel                                                   | pieces | 2   | 150.00    |         | 300.00           |
| 32     | Muriatic Acid concentrated scented                                  | gal    | 2   | 350.00    |         | 700.00           |
| 33     | Paper, Bond, A4, S-20, 70 gsm                                       | reams  | 50  | 253.00    |         | 12,650.00        |
| 34     | Pen, Sign, .5mm, Gel-type, Blue                                     | piece  | 24  | 35.00     |         | 840.00           |
| 35     | Pen, Sign, .5mm, Gel-type, Red                                      | piece  | 6   | 35.00     |         | 210.00           |
| 36     | Plastic Twine, 1kl/roll                                             | rolls  | 1   | 65.00     |         | 65.00            |
| 37     | Ring Binder, plastic, 84 22mm, 7/8" black                           | pieces | 5   | 27.00     |         | 135.00           |
| 38     | Ring Binder, plastic, 84 20mm, 3/4" black                           | pieces | 5   | 22.00     |         | 110.00           |
| 39     | Soap, Dishwashing, Liquid, 250mL                                    | btls   | 10  | 150.00    |         | 1,500.00         |
| 40     | Tape, Masking, 1" x 25 yards                                        | rolls  | 6   | 48.00     |         | 288.00           |
| 41     | Toilet Bowl Cleaner, at least 1 gallon                              | gal    | 1   | 370.00    |         | 370.00           |
|        | <b>TOTAL</b>                                                        |        |     |           |         | <b>40,638.00</b> |

Purpose: For extension office use

|                                                                                                                                                      |                                                                                                                                             |                                                                                                                                                                     |                                                                                                                                                    |
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| Checked by:<br><br><b>DOREEN B. ALBA</b><br>TWG - Office Supplies |                                                                                                                                             | Funds Available:<br><br><b>MYRNA S. PANCITO</b><br>HEAD, BUDGET OFFICE 8/10/19 |                                                                                                                                                    |
| Signature:<br>Printed Name:<br>Designation:                                                                                                          | Requested by:<br><br><b>SHIRLEY T. NAYRE</b><br>END USER | Noted by:<br><br><b>ANTONIO P. ABAMO</b><br>UNIT HEAD, PROJECT LEADER           | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU |