



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

SCAN HERE



PR-2023-0512-117030

PURCHASE REQUEST

PPMP No. : 38-5-1513-2023-4-0-3

Dept./Office: CME

Section/End-User: Geecel F. Galvez

Funding Source: General Fund - MOOE

PR No.: GF-2023-05-00852

Date: 05-12-2023

Category: Office Supplies

Project Title/Code: VSU-IP-2022-5

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	15	220.00		3,300.00
2	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	5	250.00		1,250.00

Specification:

Pump type

3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	50.00		500.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
6	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
7	Envelope, Expanding, Plastic, Long, with Handle	pcs	20	100.00		2,000.00

Specification:

8	Fabric Conditioner, 1L, any scent	btls	4	415.00		1,660.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

10	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	12	250.00		3,000.00
11	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
12	Pen, Sign, .5mm, Gel-type, Red	piece	30	35.00		1,050.00
13	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00		2,250.00
14	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00		3,000.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

15	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	10	146.00		1,460.00
16	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
17	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
18	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
19	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
21	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	20	60.00		1,200.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL

33,685.00

Purpose: project use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

GEECEL F. GALVEZ

END USER

Noted by:

MOISES NEIL V. SERIÑO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU