



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

PURCHASE REQUEST

PPMP No. : **59-5-2047-2023-1-0-8**

Dept./Office: **OVPAF**

PR No.: **GF-2023-02-00220**

Date: **02-17-2023**

Section/End-User: **Frances Ann A. Santos**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **MIS MOOE 2023 (additional items)**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|--|---------|-----|-----------|---------|------------|
| 1 | Alcohol, Ethyl, 70% solution, 1 gallon | gallons | 3 | 600.00 | | 1,800.00 |
| 2 | Binder Clip, 2-inch, 12 pcs/box | boxes | 3 | 100.00 | | 300.00 |

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

| | | | | | | |
|----|--|-------|----|--------|--|----------|
| 3 | Correction Tape, 8m x 5mm wide | pc | 10 | 40.00 | | 400.00 |
| 4 | Data filer box, double, 11 x 40 x 24cm | pcs | 10 | 500.00 | | 5,000.00 |
| 5 | Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity | pcs | 3 | 240.00 | | 720.00 |
| 6 | Envelope, brown, ordinary, A4 size | pcs | 20 | 10.00 | | 200.00 |
| 7 | Envelope, Expanding, with garter tie, blue, short | pc | 10 | 11.00 | | 110.00 |
| 8 | Envelope, Expanding, with garter tie, green, long | pc | 10 | 15.00 | | 150.00 |
| 9 | Envelope, Expanding, with garter tie, red, short | pc | 10 | 15.00 | | 150.00 |
| 10 | Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent | pack | 4 | 330.00 | | 1,320.00 |
| 11 | Folder, Expanded, Long (Red Color) | piece | 50 | 20.00 | | 1,000.00 |

Specification:

Folder Pressboard File Folder Long Red Easily to Organize Paper Works

* Pressboard file folder is perfect for home, school, and office document filing and presentation needs.

* Made of thicker materials to protect documents

* Has smooth texture * Can fit long and legal paper size

* Color: Red * Easily to organize paper works

* Durable and Affordable

* Tough and heavyweight folder

| | | | | | | |
|----|----------------------------------|--------|----|--------|--|----------|
| 12 | Folder, File, Long, 14pts, White | piece | 50 | 10.00 | | 500.00 |
| 13 | Glue Stick, Big, for Glue Gun | pieces | 20 | 10.00 | | 200.00 |
| 14 | Kitchen paper towel | pack | 30 | 45.00 | | 1,350.00 |
| 15 | Mouse Pad, Rubber | pad | 10 | 250.00 | | 2,500.00 |

Specification:

?Size: Small (200x250mm)

?Color: Black/ Dark Blue

| | | | | | | |
|--------------|---------------------------------------|--------|----|-------|--|------------------|
| 16 | Pen, Ball, blue | pieces | 20 | 10.00 | | 200.00 |
| 17 | Pen, Pentel Pen, Fine blue & black | pcs | 10 | 50.00 | | 500.00 |
| 18 | Pen, Sign, .5mm, Gel-type, Blue | piece | 40 | 35.00 | | 1,400.00 |
| 19 | Scissors, 8" heavy duty, good quality | pieces | 3 | 75.00 | | 225.00 |
| 20 | Sticky Note, 3 x 3, Yellow | pads | 5 | 84.00 | | 420.00 |
| TOTAL | | | | | | 18,445.00 |

Purpose: For office use.

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Requested by:

FRANCES ANN A. SANTOS

END USER

Noted by:

TONI MARC L. DARGANTES

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU