



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

PURCHASE REQUEST

PPMP No. : 146-1-335-2023-10-0-20

Dept./Office: **USHER**

PR No.: **STF-2023-11-02742**

Date: **11-10-2023**

Section/End-User: **Clara P. Mercado**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isoprophyl, 90% solution	gallon	10	600.00		6,000.00
Specification: Alcohol 90% solution						
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	10	300.00		3,000.00
4	Broom and Dustpan Set	set	3	600.00		1,800.00
5	Broom, Stick Broom, Tukog	pc	10	50.00		500.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
6	Fabric Conditioner, 4L, any scent	gallon	2	1,300.00		2,600.00
7	Face Towel, Cotton, 12 pcs/pack	pack	5	350.00		1,750.00
Specification:						
8	Muriatic Acid concentrated scented	gal	5	350.00		1,750.00
9	Paper, Bond, A4, S-20, 70 gsm	reams	60	253.00		15,180.00
Specification: bright white, high premium quality						
10	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
Specification: bright white, high premium quality						
11	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	8	220.00		1,760.00
12	String Doormat/Rug/Basahan	pieces	15	100.00		1,500.00

Specification:

?Product Description
?Size (LxW): 21 x 15 inch
?Rugs in assorted printed colors and designs
?Handy made with high quality
?Cotton

13	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00	3,060.00
TOTAL					54,000.00

Purpose: For USHER use

Checked by:


SHALOM GRACE C. SUGANO

Funds Available:


ALICIA M. FLORES 15517

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CLARA P. MERCADO	ELWIN JAY V. YU	DANIEL LESLIE S-TAN,
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC PRESIDENT, VSU