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PR-2022-0905-60258



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

PURCHASE REQUEST

Dept./Office: **PO**PR No.: **GF-2022-09-01369**Date: **09-05-2022**Section/End-User: **Jessamine C. Ecleo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHP 2023**

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	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
3	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
4	Contingency Fund (Petty Expenses)	lot	4	40,000.00		160,000.00

Specification:

For petty expenses of the office

5	Envelope, Document, Brown, 150 lbs, Long	pc	500	7.00		3,500.00
6	Envelope, Expanding, with garter tie, blue, long	pc	100	15.00		1,500.00
7	Envelope, Mailing, white, long, 500pcs/box	box of 50's	1	395.00		395.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	15	38.00		570.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	100	140.00		14,000.00
11	Note Pad, 3" x 3", post-it, assorted colors	pads	10	35.00		350.00
12	Paper, Bond, A4, S-20, 70 gsm	reams	120	253.00		30,360.00

Specification:

bright white, high premium quality

13	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
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Specification:

bright white, high premium quality

14	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
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Specification:						
bright white, high premium quality						

15	Paper, Fluorescent orange 18 x 24	pieces	10	30.00		300.00
16	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
17	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
18	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
19	Plastic Twine, 1kl/roll	rolls	1	110.00		110.00
20	Soap, Toilet, regular size	pieces	5	35.00		175.00

Specification:						
▪ at least 60 grams ▪ eliminates at least 99% of bacteria						

21	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
22	Staple Wire, #10	boxes	10	15.00		150.00
23	Stapler, HD-# 10	pieces	3	120.00		360.00
24	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	3	1,500.00		4,500.00

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

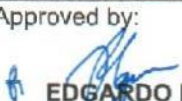
25	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00		800.00
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Specification:						
?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						

26	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
27	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
28	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
TOTAL						94,150.00

Purpose: For office use						
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Checked by:			Funds Available:			
DOREEN B. ALBA			ALICIA M. FLORES			
TWG - Office Supplies			HEAD, BUDGET OFFICE			

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	JESSAMINE C. ECLEO	JESSAMINE C. ECLEO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/14/22