



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

PURCHASE REQUEST

Dept./Office: **NCRC**

PR #: **GF-2020-10-00637/1412**

Date: **10-16-2020**

Section/End-User: **Maria Farah A. Viscara**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCRC.2025.1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	1	250.00		250.00
2	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
3	Pen, Ball, black	pieces	6	10.00		60.00
4	Pen, Ball, blue	pieces	6	10.00		60.00
5	Pen, Ball, red	pieces	3	10.00		30.00
6	Pen, Highlighter, orange	pieces	1	46.00		46.00
7	Pen, Highlighter, yellow	pieces	1	45.00		45.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	1	35.00		35.00
9	Pie Box	pack	10	250.00		2,500.00

Specification:

Pre-Formed Pie Box

Packing: 20 pcs/pack

Size: 10" x 10" x 1½"

Color: White

10	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
11	Wax Paper, at least 23m x 30cm	rolls	2	240.00		480.00
TOTAL						5,155.00

Purpose: office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Requested by:

MARIA FARAH A. VISCARA

END USER

Noted by:

MARISEL A. LEORNA

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU