



GF-2020-10-00702

PPMP #: 15-5-48-2021-9-0-1



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

PURCHASE REQUEST

Dept./Office: DOPAC

PR #: GF-2020-10-00702 /1485

Date: 10-27-2020

Section/End-User: Thelma P. Apas

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DoPAC-2021

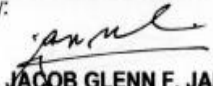
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
6	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
7	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
8	Envelope, brown, ordinary, A4 size	pcs	20	10.00		200.00
9	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
10	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	3	115.00		345.00
11	Ink, Refill, for Permanent Marker, Red, 30mL	btls	3	115.00		345.00
12	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	3	165.00		495.00
13	Memo Notebooks, 80 leaves	pieces	5	29.00		145.00
14	Mop rug, heavy duty 100% cotton	pieces	5	50.00		250.00
15	Paper, Felt, 27" x 21", Red	pieces	5	15.00		75.00
16	Paper, Photo, high gloss, A4, 230G, 20 sheets/pack	pack	2	250.00		500.00
17	Pen, Ball, red	pieces	20	10.00		200.00
18	Pen, Permanent Marker, JUMBO blue	pieces	5	120.00		600.00
19	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00

Specification:

Table Type

20	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	30.00	600.00
21	Staple wire remover	pieces	2	34.00	68.00
22	Sticky Note, 3 x 3, Yellow	pads	10	84.00	840.00
23	Tape, Double Sided, 1" x 10m	rolls	5	35.00	175.00
24	Tape, Masking, 1" x 25 yards	rolls	10	48.00	480.00
25	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00	275.00
26	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	5	125.00	625.00
TOTAL					12,673.00

Purpose: For office/instruction use.

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by:  THELMA P. APAS	Noted by:  JACOB GLENN F. JANSALIN	Approved by:  EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU