



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

## PURCHASE REQUEST

Dept./Office: **DPM**

PR No.: **STF-2022-09-01499**

Date: **09-08-2022**

Section/End-User: **Dennis G. Godoy**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **DPM Laboratory 2023**

| Item #       | Item Description                                                                 | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------------|----------------------------------------------------------------------------------|--------|-----|-----------|---------|-----------------|
| 1            | Board, Illustration, 30" x 40" (2 Ply)                                           | pcs    | 10  | 56.00     |         | 560.00          |
| 2            | Cotton, 400g                                                                     | packs  | 6   | 300.00    |         | 1,800.00        |
| 3            | Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity | pcs    | 1   | 300.00    |         | 300.00          |
| 4            | Hand Towel, cloth, cotton, 12 pcs/pack                                           | piece  | 5   | 258.00    |         | 1,290.00        |
| 5            | Match, 10 pcs set                                                                | pack   | 10  | 65.00     |         | 650.00          |
| 6            | Pen, Permanent Marker, black, fine tip                                           | pieces | 10  | 60.00     |         | 600.00          |
| 7            | Pen, Ball, blue                                                                  | pieces | 15  | 10.00     |         | 150.00          |
| 8            | Pen, Whiteboard Marker, black                                                    | pieces | 10  | 50.00     |         | 500.00          |
| 9            | Record Book, Big, 300 pages                                                      | pcs    | 10  | 110.00    |         | 1,100.00        |
| 10           | Tissue, Bathroom, 2 Ply, 12rolls/pack                                            | pack   | 10  | 204.00    |         | 2,040.00        |
| <b>TOTAL</b> |                                                                                  |        |     |           |         | <b>8,990.00</b> |

Purpose: For laboratory use

|                                                                   |                                                         |                                                                        |                                                                       |
|-------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Checked by:<br><br><b>DOREEN B. ALBA</b><br>TWG - Office Supplies |                                                         | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                                                       |
| Signature:<br>Printed Name:<br>Designation:                       | Requested by:<br><br><b>DENNIS G. GODOY</b><br>END USER | Noted by:<br><br><b>ELVIRA L. OCLARIT</b><br>UNIT HEAD, PROJECT LEADER | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU 9/15/22 |