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PR-2022-0328-23737



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

## PURCHASE REQUEST

Dept./Office: **CN**PR No.: **STF-2022-03-00309**Date: **06-22-2022**Section/End-User: **Joel Rey U. Acob**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **CON-LABORATORY FEES**

| Item #       | Item Description                                                                                                                                         | Unit | Qty | Unit Cost | PAR/ICS          | Total Cost      |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|-----------|------------------|-----------------|
| 1            | Soft Broom (Tambo) 200g minimum, heavy duty                                                                                                              | pcs  | 5   | 220.00    | JOEL REY U. ACOB | 1,100.00        |
| 2            | Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole | pcs  | 1   | 1,500.00  | JOEL REY U. ACOB | 1,500.00        |
| <b>TOTAL</b> |                                                                                                                                                          |      |     |           |                  | <b>2,600.00</b> |

Purpose: To be able to use at laboratory room

|                                                                     |                                                          |                                                                        |                                                               |
|---------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------|
| Checked by:<br><br><b>ALICIA M. FLORES</b><br>TWG - Office Supplies |                                                          | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                                               |
| Signature:                                                          | Requested by:<br><br><b>JOEL REY U. ACOB</b><br>END USER | Noted by:<br><br><b>JOEL REY U. ACOB</b><br>UNIT HEAD, PROJECT LEADER  | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU |