



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

PURCHASE REQUEST

Dept./Office: **LEGAL**

PR #: **GF-2020-10-00154 / 0928**

Date: **10-14-2020**

Section/End-User: **Rysan C. Guinocor**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

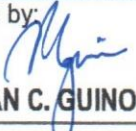
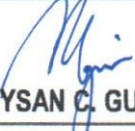
Project Title/Code: **Legal Office**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
3	Duster, Feather	pcs	1	45.00		45.00
4	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Hand Sprayer, plastic, 150 ml cap.	pieces	2	100.00		200.00
8	Hand Towel, cloth, cotton	piece	3	15.00		45.00
9	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
10	Notebook, ordinary 60 leaves, 60 gsm	pieces	1	13.00		13.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	38	289.00		10,982.00
12	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
13	Pen, Permanent Marker, black, broad tip	pieces	1	60.00		60.00
14	Pen, Ball, blue	pieces	5	10.00		50.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	6	35.00		210.00
16	Pen, Whiteboard Marker, black	pieces	2	50.00		100.00
17	Puncher, Heavy Duty	pieces	1	450.00		450.00
18	Rags, large, good quality, size 24"x15", water absorbent	pcs	3	40.00		120.00
19	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

20	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
21	Soap, hand, liquid, 250 ml	btls	2	90.00		180.00
22	Stapler, HD No.35	pc	1	350.00		350.00

TOTAL				18,750.00	
Purpose: Office Use					
Checked by:  ALICIA M. FLORES			Funds Available:  MYRNA S. PANCITO		
TWG - Office Supplies			HEAD, BUDGET OFFICE 01/01/16		
Signature: Printed Name: Designation:	Requested by:  RYSAN C. GUINOCOR	Noted by:  RYSAN C. GUINOCOR	Approved by:  EDGARDO E. TULIN		
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		