



GF-2020-10-00483

PPMP #: 24-5-515-2021-8-0-15



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

PURCHASE REQUEST

RECEIVED
 OCT 20 2020
 BY: *Antoin*

Dept./Office: **PRCRTC**PR #: **GF-2020-10-00483** /1265Date: **10-15-2020**Section/End-User: **Ma. Elsa M. Umpad**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PhilRootcrops-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	4	192.00		768.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	9	125.00		1,125.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	348.00		696.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
5	Chlorine Granules, 1kg/pack	packs	4	85.00		340.00
6	Cleaner, Glass, 500mL, any scent	btls	8	198.00		1,584.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
10	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
11	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
12	Multi-Purpose Glue, 130 g	btl	6	60.00		360.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
14	Record Book, Big, 300 pages	pcs	10	80.00		800.00
15	Record Book, Big, 500 pages	pcs	12	115.00		1,380.00
16	Scouring pad big economy size	pieces	15	50.00		750.00
17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
18	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
19	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	6	40.00		240.00
20	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
21	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
22	Tape, Double Sided, 2" x 10m	rolls	2	70.00		140.00
23	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
24	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00		275.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
25	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
26	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
28	Toilet Bowl Cleaner, at least 500ml	btl	4	180.00		720.00
	TOTAL					23,656.00

Purpose: for use in the office

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MA. ELSA M. UMPAD	Noted by: ERLINDA A. VASQUEZ	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU