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PR-2025-0328-263611

#428



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031825-1046**Dept./Office: **PRCRTC**PR No.: **GF-2025-03-00437**Date: **03-28-2025**Section/End-User: **Analyn M. Gumama**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRCRTC Project107**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	2	125.00		250.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	2	140.00		280.00
3	Masking Tape, 1"	rolls	2	60.00		120.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	4	289.00		1,156.00
Specification: bright white, high premium quality						
5	Scotch Tape	pcs	2	30.00		60.00
Specification: Scotch tape 50m 1/2"						
TOTAL						1,866.00
Purpose: for Project 107 field purposes						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>Jan 2/2/25</i>				Funds Available: ALICIA M. FLORES <i>2025-25</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
	 ANALYN M. GUMAMA	 JOY C. CODOG		 PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		