GF-2020-10-00589

OP#1892
10/26/20

PPMP #: *41-5-298-2021-9-0-0*

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

PURCHASE REQUEST

Dept./Office: **NSTP**
PR #: **GF-2020-10-00589**/1209
Date: **10-16-2020**
Section/End-User: **Manolo B. Loreto**
Category: **Office Supplies**
Funding Source: **General Fund - MOOE**
Project Title/Code: **NSTP Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	20	14.00		280.00
4	Correction Tape, 8m x 5mm wide	pc	15	40.00		600.00
5	Envelope, brown, ordinary, A4 size	pcs	40	10.00		400.00
6	Envelope, Expanding, with garter tie, brown, long	pc	40	15.00		600.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
8	Floor Mop	pieces	2	250.00		500.00
	Specification: plastic, with handle, heavy duty					
9	Folder, File, Long, 14pts, White	piece	32	10.00		320.00
10	Glue, White, All-purpose, 1 gallon	gallons	2	510.00		1,020.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	131	289.00		37,859.00
12	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
13	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
14	Pen, Ball, black	pieces	20	10.00		200.00
15	Pen, Ball, blue	pieces	20	10.00		200.00
16	Pen, Ball, red	pieces	10	10.00		100.00
17	Pen, Permanent Marker, JUMBO black	pieces	5	120.00		600.00
18	Pen, Sign, .5mm, Gel-type, Blue	piece	11	35.00		385.00
19	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
20	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
21	Soap, hand, liquid, 250 ml	btls	3	90.00		270.00
22	Staple Wire, #10	boxes	10	11.00		110.00
23	Staple Wire, #35	boxes	10	30.00		300.00
24	Tape, Double Sided, 1" x 10m	rolls	20	35.00		700.00

25	**Tape, Masking, 2" x 25 yards**	rolls	25	95.00		2,375.00
26	**Tape, Transparent, 12mm x 50m**	rolls	20	68.00		1,360.00
	TOTAL					**59,944.00**

Purpose: for Office supplies

Checked by: **DOREEN B. ALBA**	Funds Available: **MYRNA S. PANCITO**
TWG - Office Supplies	HEAD, BUDGET OFFICE 05/01/26

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**MANOLO B. LORETO**	**MANOLO B. LORETO**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU