



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

PURCHASE REQUEST

Dept./Office: **RERC**

PR #: **GF-2020-10-00028 / 1302**

Date: **10-13-2020**

Section/End-User: **SUSANA B. MIÑOZA**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **RERC-OC**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
2	Apron, Plastic, for Adult	pc	5	120.00		600.00
3	Cotton, 10-12g	pc	100	10.00		1,000.00
Specification: Absorbent Cotton White						
4	Scouring pad big economy size	pieces	6	50.00		300.00
5	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
TOTAL						3,640.00

Purpose: For the continuous implementation of various RDE, ISO and 5S activities of the Center including maintenance of the building

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: SUSANA B. MIÑOZA Designation: END USER	Requested by: 	Noted by: ROBERTO C. GUARATE UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU