



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

## PURCHASE REQUEST

Dept./Office: **DVCS**PR #: **GF-2020-10-00142** /1174Date: **10-14-2020**Section/End-User: **Noel C. Bustillo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DVPCS**

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	10	125.00		1,250.00
3	Cleanser, Powder, 500g, any scent	btls	6	76.00		456.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	4	38.00		152.00
5	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
6	Muriatic Acid concentrated scented	gal	6	350.00		2,100.00
7	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00		2,550.00
8	Paper, Bond, Long, S-20, 70 gsm	reams	25	286.00		7,150.00
9	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
<b>TOTAL</b>						<b>16,338.00</b>

Purpose: office use

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**MYRNA S. PANCITO**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**NOEL C. BUSTILLO**

END USER

Noted by:

**EUGENE B. LAÑADA**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU