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PR-2023-0803-135434



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

PURCHASE REQUEST

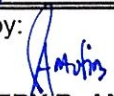
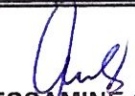
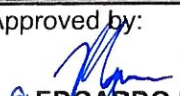
PPMP No. : 112-5-1671-2023-6-0-8

Dept./Office: **BAC**PR No.: **GF-2023-08-01357**Date: **08-03-2023**Section/End-User: **Arjanery B. Antofina**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU COA BALANCE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	10	200.00		2,000.00
2	Binder Clip, 1.5", black	pcs	10	7.50		75.00
3	Correction Tape, 10 meters	pcs	4	32.00		128.00
4	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	1	520.00		520.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
6	Floor Mop with wooden handle, heavy duty	pcs	2	240.00		480.00
7	Gel Ink Sign Pen 0.5, black	pcs	48	25.00		1,200.00
8	Gel Ink Sign Pen 0.5, blue	pcs	48	25.00		1,200.00
9	Gel Ink Sign Pen 0.5, red	pcs	48	25.00		1,200.00
10	Magfile double, black, legal	pcs	15	260.00		3,900.00
11	Note Pad, 3" x 3", post-it, assorted colors	pads	3	35.00		105.00
12	Note Pad, 4" x 5", post-it, assorted colors	pads	3	50.00		150.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
15	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
Specification: bright white, high premium quality						
16	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00

17	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00	120.00
18	Pen, Permanent Marker, red, broad tip	pieces	2	60.00	120.00
19	Pen, Highlighter, orange	pieces	3	46.00	138.00
20	Pen, Highlighter, violet	pieces	3	47.00	141.00
21	Pen, Highlighter, yellow	pieces	4	45.00	180.00
22	Pencil, Lead, #2, w/ eraser	pieces	12	10.00	120.00
23	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	5	180.00	900.00
24	Rubberband, #18, 350 gms/box	boxes	2	270.00	540.00
25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00	210.00
26	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00	450.00
27	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	220.00	1,100.00
28	Staple Wire, #35	boxes	4	35.00	140.00
29	Stapler, HD No.35	pc	2	350.00	700.00
30	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	4	125.00	500.00
31	Transparent Tape (1")	rolls	3	25.00	75.00
32	White Folders, 0.14mm long 100pcs/pack	packs	2	485.00	970.00
33	White folders, short 100 pcs/pack	pack	1	350.00	350.00
TOTAL					27,127.00

Purpose: VSU COA

Checked by:  JED ASAFI D. CORTES TWS - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:  ARJANERY B. ANTOFINA	Noted by:  JESSAMINE C. ECLEO 8/3/23	Approved by:  EDGARDO E. TULIN
Printed Name:	ARJANERY B. ANTOFINA	JESSAMINE C. ECLEO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 8/2023