



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

## PURCHASE REQUEST

Dept./Office: **DCHM**

PR No.: **GF-2022-09-01746**

Date: **09-13-2022**

Section/End-User: **James B. Escudra**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DTHM-2023-GFMOOE-01**

| Item # | Item Description                                                    | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---------------------------------------------------------------------|-------------|-----|-----------|---------|------------|
| 1      | Alcohol, Ethyl, 70% solution, 1 gallon                              | gallons     | 3   | 600.00    |         | 1,800.00   |
| 2      | Bathroom Deodorizer, with holder, at least 100g, any scent          | pcs         | 24  | 80.00     |         | 1,920.00   |
| 3      | Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL | gallon      | 12  | 450.00    |         | 5,400.00   |
| 4      | Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box       | boxes       | 10  | 28.00     |         | 280.00     |
| 5      | Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box       | boxes       | 10  | 46.00     |         | 460.00     |
| 6      | Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box           | boxes       | 10  | 20.00     |         | 200.00     |
| 7      | Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box         | boxes       | 10  | 13.00     |         | 130.00     |
| 8      | Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms       | box of 50's | 10  | 30.00     |         | 300.00     |
| 9      | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)              | boxes       | 10  | 14.00     |         | 140.00     |
| 10     | Floor mop with bucket, microfiber spin rotating 360                 | pc          | 1   | 1,500.00  |         | 1,500.00   |
| 11     | Paper, Bond, Long, S-24, 80 gsm                                     | reams       | 20  | 328.00    |         | 6,560.00   |

**Specification:**

bright white, high premium quality

|              |                                       |      |    |        |  |                  |
|--------------|---------------------------------------|------|----|--------|--|------------------|
| 12           | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 24 | 204.00 |  | 4,896.00         |
| <b>TOTAL</b> |                                       |      |    |        |  | <b>23,586.00</b> |

Purpose: Office, laboratory and instructional use

|                                                                                                                                                      |                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Checked by:<br><br><b>NELLO D. GORNE</b><br>TWG - Office Supplies | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|

|               |                          |                           |                         |
|---------------|--------------------------|---------------------------|-------------------------|
| Signature:    | Requested by:            | Noted by:                 | Approved by:            |
| Printed Name: | <b>JAMES B. ESCUADRA</b> | <b>VENICE B. IBAÑEZ</b>   | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                 | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU          |