SCAN HERE
PR-2022-0915-63771

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

# PURCHASE REQUEST

Dept./Office: **DAS**

Section/End-User: **Policarpo C. Gumba Jr.**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-09-01865**

Date: **09-15-2022**

Category: **Office Supplies**

Project Title/Code: **Higher Education - General Fund (GF A.III.b.1)**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|---|---|---|---|---|---|
| 1 | **Alcohol, Isopropyl, 70% solution, 500mL** | btls | 20 | 140.00 | | 2,800.00 |
| 2 | **Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack** | pack | 5 | 115.00 | | 575.00 |
| 3 | **Broom, Plastic, with long steel handle (approx. 140cm), for ceiling** | pcs | 4 | 420.00 | | 1,680.00 |
| 4 | **Broom, Soft (Tambo), Large, Heavy Duty** | pcs | 3 | 250.00 | | 750.00 |
| 5 | **Broom, Stick Broom, Tukog** | pc | 4 | 35.00 | | 140.00 |
| | **Specification:**<br>?Good Quality Broom Stick<br>?Approx. 370pcs per stick bundle | | | | | |
| 6 | **Cartolina, US, White, at least 160gsm** | pcs | 20 | 14.00 | | 280.00 |
| 7 | **Disinfectant Spray, 340g** | can | 5 | 465.00 | | 2,325.00 |
| 8 | **Dust pan, plastic, stand-up handle, small** | pc | 3 | 75.00 | | 225.00 |
| 9 | **Duster, Feather** | pcs | 3 | 56.00 | | 168.00 |
| 10 | **Folder, File, Long, 14pts, White** | piece | 50 | 10.00 | | 500.00 |
| 11 | **Glue, Multi-Purpose, White, at least 130g (118mL)** | btls | 5 | 78.00 | | 390.00 |
| 12 | **Hand Sanitizer, Gel, Antibacterial, push-type, 250mL** | btls | 3 | 120.00 | | 360.00 |
| 13 | **Liquid Hand Soap** | gallon | 3 | 500.00 | | 1,500.00 |
| 14 | **Muriatic Acid concentrated scented** | gal | 2 | 350.00 | | 700.00 |
| 15 | **Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm** | pieces | 2 | 290.00 | | 580.00 |
| 16 | **Paper, Bond, A4, S-20, 70 gsm** | reams | 15 | 253.00 | | 3,795.00 |
| | **Specification:** | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | bright white, high premium quality | | | | | |
| 17 | **Paper, Photo, high gloss, A4, 230G, 20 shts/pack** | pack | 1 | 250.00 | | 250.00 |
| 18 | **Paper, Specialty 200gsm 8-1/2x11, 10s, Cream** | packs | 1 | 38.00 | | 38.00 |
| 19 | **Pen, Permanent Marker, black, broad tip** | pieces | 2 | 60.00 | | 120.00 |
| 20 | **Pen, Permanent Marker, blue, broad tip** | pieces | 2 | 60.00 | | 120.00 |
| 21 | **Pen, Permanent Marker, blue, fine tip** | pieces | 3 | 60.00 | | 180.00 |
| 22 | **Pen, Ball, blue** | pieces | 20 | 10.00 | | 200.00 |
| 23 | **Pen, Highlighter, yellow** | pieces | 5 | 45.00 | | 225.00 |
| 24 | **Soap, Detergent, Powder, 1 kilo/pack, any scent** | kl | 1 | 105.00 | | 105.00 |
| 25 | **Tape, Double Sided, 1" x 10m** | rolls | 3 | 35.00 | | 105.00 |
| 26 | **Tissue, Bathroom, 2 Ply, 12rolls/pack** | pack | 2 | 204.00 | | 408.00 |
| | **TOTAL** | | | | | **18,519.00** |

Purpose: For Administrative/Faculty Uses.

| Checked by: | Funds Available: |
|---|---|
| for **DOREEN B. ALBA** | **ALICIA M. FLORES** |
| TWG - Office Supplies | HEAD, BUDGET OFFICE DBS-2023 |

| | Requested by: | Noted by: | Approved by: 301 |
|---|---|---|---|
| Signature: | | | |
| Printed Name: | **POLICARPO C. GUMBA JR.** | **MANUEL D. GACUTAN JR.** | for **EDGARDO E. TULIN** |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU 9/19/23 |