



GF-2020-10-00376

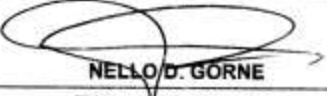
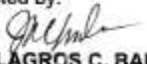
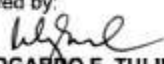
PPMP #: 42-S-76-2021-B-9-2

CP# 1922-1924
10/27/20Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte**PURCHASE REQUEST**Dept./Office: **DAEE**PR #: **GF-2020-10-00376 / 1169**Date: **10-15-2020**Section/End-User: **Milagros C. Bales**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Green-the-Home Project**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00		14.00
4	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
5	Envelope, Document, Brown, 150 lbs. Long	pc	10	7.00		70.00
6	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
7	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
8	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
9	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	10	10.00		100.00
10	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	15	250.00		3,750.00
13	Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	packs	5	38.00		190.00
14	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	5	38.00		190.00
15	Pen, Ball, blue	pieces	24	10.00		240.00
16	Pen, Highlighting, asstd color	pcs	2	25.00		50.00
Specification: Highlighter, Stabilo boss asstd color						
17	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
18	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00

	TOTAL					11,184.00
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Purpose: for the green-the-home project, will be given to participants and staff in the conduct of training and monitoring, for safety pur

Checked by:  NELLO D. GORNE TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE 010114	
Signature:	Requested by:  MILAGROS C. BALES	Noted by:  MILAGROS C. BALES	Approved by:  EDGARDO E. TULIN
Printed Name:	MILAGROS C. BALES	MILAGROS C. BALES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU