



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

PURCHASE REQUEST

Dept./Office: **DFS**

PR No.: **STF-2022-09-01895**

Date: **09-20-2022**

Section/End-User: **Jan Pauline H. Ababat**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **Tree Managemnet Committee 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00	ANATOLIO N. POLINAR	600.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00	ANATOLIO N. POLINAR	345.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	1	28.00	ANATOLIO N. POLINAR	28.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	1	46.00	ANATOLIO N. POLINAR	46.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	1	70.00	ANATOLIO N. POLINAR	70.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	1	30.00	ANATOLIO N. POLINAR	30.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00	ANATOLIO N. POLINAR	14.00
8	Computer/Paint Brush, 1.5"	piece	1	25.00	ANATOLIO N. POLINAR	25.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00	ANATOLIO N. POLINAR	38.00
10	Folder, File, Long, 14pts, White	piece	50	10.00	ANATOLIO N. POLINAR	500.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	ANATOLIO N. POLINAR	2,530.00

Specification:

bright white, high premium quality

12	Paper, Bond, Long, S-20, 70 gsm	reams	6	286.00	ANATOLIO N. POLINAR	1,716.00
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Specification:

bright white, high premium quality

13	Pen, Permanent Marker, black, broad tip	pieces	3	60.00	ANATOLIO N. POLINAR	180.00
14	Pen, Ball, blue	pieces	10	10.00	ANATOLIO N. POLINAR	100.00
15	Pen, Whiteboard Marker, black	pieces	3	50.00	ANATOLIO N. POLINAR	150.00
16	Record Book, 200 Pages	piece	2	90.00	ANATOLIO N. POLINAR	180.00
17	Staple Wire, #35	boxes	3	30.00	ANATOLIO N. POLINAR	90.00

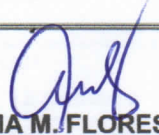
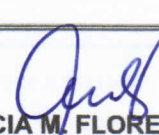
18	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20sheets x 5 colors)/pack	pack	1	40.00	ANATOLIO N. POLINAR	40.00
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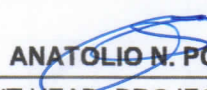
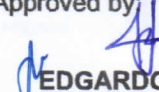
Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

19	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	1	79.00	ANATOLIO N. POLINAR	79.00
20	Tape, Masking, 1" x 25 yards	rolls	3	48.00	ANATOLIO N. POLINAR	144.00
21	Tape, Transparent, 12mm x 50m	rolls	3	68.00	ANATOLIO N. POLINAR	204.00
TOTAL						7,109.00

Purpose: for office supplies

Checked by:	 ALICIA M. FLORES	Funds Available:	 ALICIA M. FLORES
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>STF UNIT</i>	

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JAN PAULINE H. ABABAT	 ANATOLIO N. POLINAR	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU