



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



PURCHASE REQUEST

Dept./Office: **DCE**

PR No.: **STF-2022-06-00699**

Date: **06-01-2022**

Section/End-User: **Maria Precilla P. Balo**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **DCE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	5	150.00		750.00
Specification: - No Backprint, No Back Print Photopaper Photopapers - Size: A4 (8.25in x 11.75in) - Content: 20 Sheets / pack - Thickness: 230gsm - Kind: Gloss						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00		3,680.00
Specification: ?Input: AC100-240V 50-60Hz ?Output: DC1.5 V AA 550mA x4 / AAA 275mA x4 ?Charging Control: checks voltage and temperature of battery automatically ?Indicator: LED x 4 ?Charging: ON, Fully charged: OFF ?Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells						
4	Datafiler	pc	5	250.00		1,250.00
Specification: ?23cm H x 14cm W x 44cm D						
5	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	3	1,400.00		4,200.00
6	Multi-purpose Plastic Tray, Blg/Large	pieces	6	120.00		720.00
7	Pail, Plastic, 10 li cap.	pieces	3	200.00		600.00
8	Record Book, Blg, 500 pages	pcs	3	115.00		345.00
9	Storage box, Plastic, 187L	pc	4	900.00		3,600.00

Specification:					
?Plastic, storage box, max 187L capacity					
10	Water Dipper (Tabo)	pc	3	45.00	135.00
Specification:					
image not found or type unknown 					
TOTAL					15,855.00
Purpose: For Office Use					
Checked by:			Funds Available:		
 DOREEN B. ALBA			 ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:		
 MARIA PRECILLA P. BALO	 GLADYS G. DOYDORA	 EDGARDO E. TULIN			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		