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PR-2022-0322-22540



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

PURCHASE REQUEST

Dept./Office: **SSO**PR No.: **GF-2022-03-00242**Date: **03-22-2022**Section/End-User: **Jemuel A. Ocañada**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OUDDRM -2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
2	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
3	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
6	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00		105.00
7	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
9	Folder, Expanded, Long (Red)	piece	25	30.00		750.00
10	Folder, File, Long, 14pts, White	piece	25	10.00		250.00
11	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btl	2	165.00		330.00
12	Paper, Mimeo, WW, A4, S-20	ream	5	220.00		1,100.00
13	Paper, Mimeo, WW, Long, S-20	reams	5	228.00		1,140.00
14	Paper, Mimeo, WW, Short, S-20	reams	5	192.00		960.00
15	Pen, Ball, blue	pieces	15	10.00		150.00
16	Record Book, Big, 300 pages	pcs	5	80.00		400.00
17	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
18	Staple Wire, #35	boxes	3	30.00		90.00
19	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00		360.00
TOTAL						7,804.00

Purpose: For office use

Checked by:		Funds Available:	
ALICIA M. FLORES		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JEMUEL A. OCAÑADA	JULIUS V. ABELA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU