



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-081125-1362**

Dept./Office: **FAFS**

PR No.: **GF-2025-08-01119**

Date: **08-28-2025**

Section/End-User: **Remenita J. Solis**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **FAFS GF PPMP 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	3	250.00		750.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
3	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
4	Disinfectant Spray, 170g	can	2	280.00		560.00
5	Fabric Conditioner, 1L, any scent	btls	2	415.00		830.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	250.00		500.00
8	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	4	85.00		340.00
9	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
10	Broom, Stick Broom, Tukog	pc	3	60.00		180.00

Specification:

?Good Quality Broom Stick

?Approx. 370pcs per stick bundle

11	Contingency Fund 2025- FAFS	pcs	1	5,000.00		5,000.00
TOTAL						11,260.00

Purpose: office supplies

Checked by: <i>Retired</i> <i>Vivian Balbarino</i> TWG - Office Supplies			Funds Available: <i>[Signature]</i> ALICIA M. FLORES 201-3 HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	REMENITA J. SOLIS	<i>[Signature]</i> SUZETTE B. LINA	<i>[Signature]</i> PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		