



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

## PURCHASE REQUEST

Dept./Office: **IASO**PR No.: **GF-2022-09-01537**Date: **09-09-2022**Section/End-User: **Leonardo S. Toraja**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IASO-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	3	530.00		1,590.00
2	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	2	78.00		156.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	4	30.00		120.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	4	14.00		56.00
5	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	2	520.00		1,040.00
6	Disinfectant Spray, 340g	can	1	465.00		465.00
7	Envelope, Expanding, Plastic, Long	pc	3	54.00		162.00
8	Folder, File, Long, 14pts, White	piece	13	10.00		130.00
9	Folder, Pressboard, US, Green, Long	pcs	15	30.00		450.00
10	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	30	140.00		4,200.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

**Specification:**

bright white, high premium quality

12	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
<b>TOTAL</b>						<b>11,334.00</b>

Purpose: office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>LEONARDO S. TORAJA JR.</b>	<b>MARIA TERESA A. CRUZ</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU