



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

SCAN HERE



PR-2023-0418-112363

PURCHASE REQUEST

PPMP No. : 186-5-1551-2023-2-0-8

PR No.: GF-2023-04-00720

Date: 04-18-2023

Dept./Office: ODS

Category: Office Supplies

Section/End-User: Junard C. Gucela

Project Title/Code: ODS-OFFICE OF THE
INSTITUTIONAL STUDENT PROGRAMS &
SERVICES(2023)

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Binder Clip, 1.5", black	pcs	10	7.50		75.00
3	Binder Clip, 2", black	pcs	20	8.50		170.00
4	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
5	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	5	30.00		150.00
6	Duster, Feather	pcs	10	56.00		560.00
7	EPSON INK btl 664 black	btl	3	500.00		1,500.00
8	Folder, Ordinary, A4	pcs	200	7.00		1,400.00

Specification:

Folder, Ordinary, A4

9	Glue Gun, Big (approx. 7x18x 28cm)	pcs	2	355.00		710.00
10	Glue Stick, Big, for Glue Gun	pieces	20	10.00		200.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
12	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

14	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
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Specification:

bright white, high premium quality

15	Pen, Ball, blue	pieces	50	10.00		500.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00

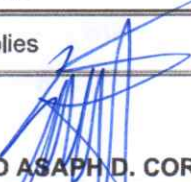
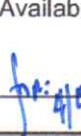
17	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
18	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	20	35.00		700.00
19	Scotch Tape	pcs	10	30.00		300.00

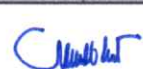
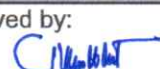
Specification:

Scotch tape 50m 1/2"

20	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
21	Stapler, HD No.35	pc	3	350.00		1,050.00
TOTAL						18,295.00

Purpose: for Office Supplies

Checked by:	Funds Available:
 JED ASAPH D. CORTES TWG - Office Supplies	 ALICIA M. FLORES HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JUNARD C. GUCELA	 MANOLO B. LORETO JR.	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU