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PR-2022-0609-37630



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

PURCHASE REQUEST

Dept./Office: **ODE**PR No.: **GF-2022-06-00764**Date: **06-09-2022**Section/End-User: **Shirley T. Nayre**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODEx Funds (FFD)** (GF)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
3	Broom, Stick Broom, Tukog	pc	6	35.00		210.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	6	30.00		180.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
6	Envelope, Expanding, with garter tie, blue, long	pc	24	15.00		360.00
7	Envelope, Expanding, with garter tie, green, long	pc	12	15.00		180.00
8	Eraser, Rubber, high quality	pc	2	45.00		90.00
9	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
10	Folder, Pressboard, US, Blue, Long	pieces	12	30.00		360.00
11	Folder, Pressboard, US, Green, Long	pcs	12	30.00		360.00
12	Folder, Pressboard, US, Yellow, Long	pieces	12	30.00		360.00
13	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	12	10.00		120.00
14	Hand Towel, cloth, cotton	piece	2	35.00		70.00
15	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00

Specification:

bright white, high premium quality

17	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
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Specification:

bright white, high premium quality

18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
19	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	2	75.00		150.00
20	Pen, Ball, blue	pieces	36	10.00		360.00
21	Pen, Highlighter, orange	pieces	2	46.00		92.00
22	Pen, Highlighter, yellow	pieces	2	45.00		90.00
23	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
24	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
25	Plastic bag (sando bag) 100pcs/pack large	pack	1	95.00		95.00
26	Plastic bag (sando bag) 100 pc./pack medium	pack	1	65.00		65.00
27	Plastic Twine, 1kl/roll	rolls	1	110.00		110.00
28	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
29	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

30	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
31	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
32	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
33	Staple Wire, #35	boxes	3	30.00		90.00
34	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
35	Thumb Tacks, Small Box	boxes	2	12.00		24.00
36	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	60	204.00		12,240.00
TOTAL						30,349.00

Purpose: For extension office use

Checked by:

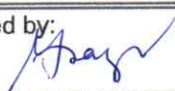
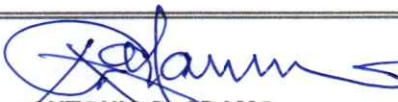
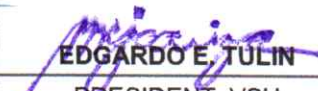
DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
	Printed Name: SHIRLEY T. NAYRE	ANTONIO P. ABAMO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU