



PPMP #: 16-1-1368-2021-8-0-0

GPH 1738
OfficialRepublic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte**PURCHASE REQUEST**Dept./Office: **DPM**PR #: **STF-2020-10-00310 / 0559**Date: **10-14-2020**Section/End-User: **Dennis G. Godoy**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DPM-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
2	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	1	445.00		445.00
3	Foil, Aluminum, 7m x 30cm (approx. 130g)	boxes	5	150.00		750.00
4	Folder, File, Short, 14pts, White	piece	25	8.00		200.00
5	Hand Sprayer, plastic, 200 ml cap.	pieces	20	130.00		2,600.00
6	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	10	150.00		1,500.00
7	Multi-Purpose Glue, 130 g	btl	2	60.00		120.00
8	Nylon Twine 1 kg white	roll	1	75.00		75.00
9	Pail, Utility, Plastic, at least 16 liter cap,	pieces	2	250.00		500.00
10	Paper, Bond, A4, S-20, 70 gsm	reams	6	253.00		1,518.00
11	Pen, Permanent Marker, black, fine tip	pieces	20	60.00		1,200.00
12	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
13	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
14	Polyethylene bags 12 x 18, autoclavable	packs	2	230.00		460.00
15	Puncher, Heavy Duty	pieces	1	450.00		450.00
16	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
17	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
19	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
20	Sprinkler, plastic 3 liters	pieces	2	600.00		1,200.00
21	Stapler, HD No.35	pc	2	350.00		700.00
22	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						16,505.00

Purpose: laboratory use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE 61015	
Signature:	Requested by: DENNIS G. GODOY	Noted by: JESUSITO L. LIM	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU