



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

PURCHASE REQUEST

Dept./Office: **DOMet**PR #: **GF-2020-10-00007** /1202Date: **10-14-2020**Section/End-User: **Lorna B. Abamo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DMet-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00	LORNA B. ABAMO	1,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00		750.00
4	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	4	348.00		1,392.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
6	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
7	Cleanser, Powder, 500g, any scent	btls	4	76.00		304.00
8	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	46.00		138.00
9	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
11	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
12	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
13	Cutting Mat, self-healing rubber, green, A4	pc	2	220.00	LORNA B. ABAMO	440.00
14	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
15	Disinfectant Spray, 170g	can	4	280.00		1,120.00
16	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00		720.00
17	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
18	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
19	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Glue Gun, Small (approx. 4x12x 18cm)	pcs	2	185.00	LORNA B. ABAMO	370.00
21	Glue Stick, All-purpose, at least 21g	pcs	6	55.00	LORNA B. ABAMO	330.00
22	Glue Stick, Small, for Glue Gun	pcs	24	7.00	LORNA B. ABAMO	168.00
23	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00	LORNA B. ABAMO	234.00
24	Hand Towel, cloth, cotton	piece	24	15.00		360.00
25	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	6	65.00		390.00
26	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	6	100.00		600.00
27	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
28	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00	LORNA B. ABAMO	572.00
29	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00	LORNA B. ABAMO	1,500.00
30	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
31	Staple wire remover	pieces	2	34.00		68.00
32	Staple Wire, #35	boxes	5	30.00		150.00
33	Stapler, HD No.35	pc	2	350.00		700.00
34	Sticky Note, 2 x 3, Yellow	pads	12	79.00	LORNA B. ABAMO	948.00
35	Sticky Note, 3 x 3, Yellow	pads	12	84.00	LORNA B. ABAMO	1,008.00
TOTAL						31,230.00

Purpose: office use

Checked by: DOREEN B. ALBA TWG- Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: LORNA B. ABAMO 10-14-20	Noted by: DANIEL C. LOR 6/14/2020	Approved by: EDGARDO E. TULIN PRESIDENT, VSU
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	