GF-2020-10-00121

PPMP #: 70-5-1248-2021-7-0-0

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

PURCHASE REQUEST

Dept./Office: **UCC**
Section/End-User: **Marco L. Cabras**
Funding Source: **General Fund - MOOE**

PR #: **GF-2020-10-00121**/0922
Category: **Office Supplies**
Project Title/Code: **ICTMC-2021**

Date: **10-13-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	30	140.00		4,200.00
3	Battery, Alkaline, 9 volts	pcs	6	202.00		1,212.00
4	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
5	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	10	30.00		300.00
6	Disinfectant Cleaner, multi-surface, scented	gal	2	300.00		600.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
8	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
9	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
10	Mop rug, heavy duty 100% cotton	pieces	6	50.00		300.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
12	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
13	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
14	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	5	90.00		450.00
	Specification: .					
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
16	Stamping Pad size 2	pieces	1	155.00		155.00
17	Stapler, HD No.35	pc	1	350.00		350.00
18	Super Adhesive Glue, clear	tubes	5	40.00		200.00
19	Tape, Foam, Double Sided, 1" x 5m	rolls	40	100.00		4,000.00
	TOTAL					**20,457.00**

Purpose: Office use

Checked by:	Funds Available:
DOREEN B. ALBA 10/14	**MYRNA S. PANCITO**
TWG - Office Supplies	HEAD, BUDGET OFFICE 10/14

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	MARCO L. CABRAS	SEAN O. VILLAGONZALO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU