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

GF-2021-10-01183

PURCHASE REQUEST

Dept./Office: **NCRC-V**

PR #: **GF-2021-10-01183**

Date: **10-06-2021**

Section/End-User: **Maria Farah A. Viscara**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCRC.2025.1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**A4 Matte Photo Paper**	packs	10	70.00		700.00
	Specification: 20 sheets per pack 140 gsm double-side					
2	**Alcohol, Ethyl, 70% solution, 1 gallon**	gallons	1	600.00		600.00
3	**Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL**	gallon	1	250.00		250.00
4	**Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box**	boxes	4	300.00		1,200.00
	Specification: .					
5	**Paper, Bond, A4, S-20, 70 gsm**	reams	4	253.00		1,012.00
6	**Pen, Sign, .5mm, Gel-type, Blue**	piece	3	35.00		105.00
7	**Pie Box**	pack	10	250.00		2,500.00
	Specification: Pre-Formed Pie Box Packing: 20 pcs/pack Size: 10" x 10" x 1½" Color: White					
8	**Tape, Double Sided, 1" x 10m**	rolls	2	35.00		70.00
9	**Tape, Packaging, 2" x 100 yards, Clear**	rolls	5	55.00		275.00
10	**Tape, Transparent, 12mm x 50m**	rolls	5	68.00		340.00
11	**Tape, Transparent, 24mm x 50m**	rolls	3	120.00		360.00
12	**Tissue, Bathroom, 2 Ply, 12rolls/pack**	pack	1	204.00		204.00
13	**Wax Paper, at least 23m x 30cm**	rolls	2	240.00		480.00

	TOTAL					8,096.00

Purpose: For laboratory use

Checked by:	Funds Available:
DOREEN B. ALBA	ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	MARIA FARAH A. VISCARA	MARISEL A. LEORNA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU