



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

PURCHASE REQUEST

Dept./Office: **OHIAO**

PR No.: **GF-2022-09-01562**

Date: **09-12-2022**

Section/End-User: **Ana Marquiza M. Quilicot**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OHIA-2023 office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
4	Data filer box, double, 11 x 40 x 24cm	pcs	10	500.00		5,000.00
5	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
6	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
7	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
8	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
9	Folder, Morocco, Long, w/ plastic binder, Gold	pieces	10	18.00		180.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
12	Record Book, 200 Pages	piece	2	90.00		180.00
13	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00

14	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
15	Transparent Tape (1")	rolls	20	25.00		500.00
	TOTAL					25,245.00

Purpose: for office use

Checked by:		Funds Available:	
DOREEN B. ALBA / ALICIA M. FLORES		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANA MARQUIZA M. QUILICOT	ANA MARQUIZA M. QUILICOT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU