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PR-2022-0906-60507



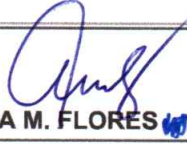
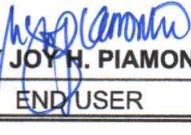
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **DMath**PR No.: **GF-2022-09-01398**Date: **09-06-2022**Section/End-User: **Mary Joy H. Piamonte**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DMath-2023 A**

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	EUSEBIO R. LINA JR.	1,100.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00	EUSEBIO R. LINA JR.	1,200.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	15	115.00	EUSEBIO R. LINA JR.	1,725.00
4	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00	EUSEBIO R. LINA JR.	350.00
5	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	5	13.00	EUSEBIO R. LINA JR.	65.00
6	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00	EUSEBIO R. LINA JR.	500.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	EUSEBIO R. LINA JR.	380.00
8	Folder, File, Long, 14pts, White	piece	30	10.00	EUSEBIO R. LINA JR.	300.00
9	Folder, File, Short, 14pts, White	piece	10	8.00	EUSEBIO R. LINA JR.	80.00
10	Folder, Pressboard, US, Green, Long	pcs	30	30.00	EUSEBIO R. LINA JR.	900.00
11	Folder, Pressboard, US, Green, Short	pcs	15	29.00	EUSEBIO R. LINA JR.	435.00
12	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	120.00	EUSEBIO R. LINA JR.	240.00
13	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00	EUSEBIO R. LINA JR.	825.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00	EUSEBIO R. LINA JR.	8,670.00
Specification: bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	EUSEBIO R. LINA JR.	3,280.00
Specification: bright white, high premium quality						
16	Paper, Mimeo, WW, Long, S-18	reams	70	218.00	EUSEBIO R. LINA JR.	15,260.00

17	Pen, Highlighting, asstd color	pcs	5	25.00	EUSEBIO R. LINA JR.	125.00
Specification: ?Highlighter, asstd color						
18	Pen, Whiteboard Marker, black	pieces	60	50.00	EUSEBIO R. LINA JR.	3,000.00
19	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	5	120.00	EUSEBIO R. LINA JR.	600.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
20	Record Book, Big, 500 pages	pcs	5	115.00	EUSEBIO R. LINA JR.	575.00
21	Soap, Toilet, guest size	pieces	5	15.00	EUSEBIO R. LINA JR.	75.00
22	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00	EUSEBIO R. LINA JR.	800.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
23	Sticky Note, 3x5 Colored	pads	5	50.00	EUSEBIO R. LINA JR.	250.00
24	String Doormat/Rug/Basahan	pieces	5	100.00	EUSEBIO R. LINA JR.	500.00
Specification: ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
25	Tape, Double Sided, 1" x 10m	rolls	10	35.00	EUSEBIO R. LINA JR.	350.00
26	Tape, Double Sided, 2" x 10m	rolls	10	70.00	EUSEBIO R. LINA JR.	700.00
27	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00	EUSEBIO R. LINA JR.	125.00
28	Tape, Masking, 2" x 25 yards	rolls	5	95.00	EUSEBIO R. LINA JR.	475.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	EUSEBIO R. LINA JR.	1,020.00
TOTAL						43,905.00
Purpose: For Instruction and Office use						

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES <i>DMF</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>201</i>	
Signature: Printed Name: Designation:	Requested by:  MARY JOY H. PIAMONTE END USER	Noted by:  EUSEBIO R. LINA JR. UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU <i>9/16/22</i>