



PPMP #: 13-5-485-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: DOE

PR #: GF-2020-10-00189 *1193*

Date: 10-14-2020

Section/End-User: Carlito O. Suganob

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DOE-2021 - A.III.b.1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
3	Correction Pen, rolling ball-metal tip	pc	1	220.00		220.00
4	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
5	Folder, Pressboard, US, Green, Long	pcs	150	30.00		4,500.00
6	Ink for Rizo CV 3230 Rizograph Machine	tube	2	1,500.00		3,000.00
7	Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)	roll	3	2,780.00		8,340.00
8	Paper, Bond, A4, S-20, 70 gsm	reams	70	253.00		17,710.00
9	Pen, Whiteboard Marker, red	pieces	15	50.00		750.00
10	Pen, Whiteboard Marker, black	pieces	15	50.00		750.00
11	Pen, Whiteboard Marker, blue,	pieces	15	50.00		750.00
12	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
13	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
14	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	6	40.00		240.00
TOTAL						37,860.00

Purpose: For office use.

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: CARLITO O. SUGANOB END USER	Noted by: MA. SALOME B. BULAYOG UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU