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PR-2022-0518-33160



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

PURCHASE REQUEST

PR No.: **GF-2022-05-00567**Date: **05-18-2022**Dept./Office: **DPBG**Category: **Office Supplies**Section/End-User: **Darlyn A. Dupal**Project Title/Code: **DPBG-2022 (3RD AND 4TH QUARTER)**Funding Source: **General Fund - MOOE**

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, 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	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
4	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00		1,200.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
6	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
7	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00		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

String Doormat/Rug/Basahan	pieces	5	100.00	500.00
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Specification:

?Product Description

?Size (LxW): 21 x 15 inch

?Rugs in assorted printed colors and designs

?Handy made with high quality

?Cotton

TOTAL

8,640.00

Purpose: For DPBG office

Checked by:


ALICIA M. FLORES

Funds Available:


ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:


DARLYN A. DUPAL


LUZ O. MORENO


EDGARDO E. TULIN

Designation:

END-USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU