



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

## PURCHASE REQUEST

Dept./Office: **CFES**

Section/End-User: **Jesibel L. Muertigue**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-10-02009**

Date: **10-04-2022**

Category: **Office Supplies**

Project Title/Code: **VSU-IP-2021-10\_CFES BIOCAMP  
Project 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>	pcs	6	192.00		1,152.00
2	<b>Alcohol, Ethyl, 75% solution, 1 gallon</b>	gallon	3	480.00		1,440.00
<b>Specification:</b>  75% alcohol solution						
3	<b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack</b>	pack	5	785.00		3,925.00
4	<b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack</b>	pack	2	785.00		1,570.00
5	<b>Cleaner, Glass, 500mL, spray type, any scent</b>	btls	2	200.00		400.00
6	<b>Facial Tissue 3-Ply 260 Pulls</b>	packs	6	150.00		900.00
<b>Specification:</b>  260 pulls  (8pcs per pack)						
7	<b>Facial Tissue Box Holder</b>	unit	1	300.00		300.00
<b>Specification:</b>  Rectangle 21x13x10CM						
8	<b>First Aid Box or Medicine Cabinet</b>	pc	1	800.00		800.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Wall mounted</li> <li>• Material: Plastic</li> <li>• Color: Red and white combination</li> <li>• Cabinet style with easy open hook</li> <li>• With transparent plastic door</li> <li>• High quality plastic</li> </ul>						

- At least 36 x 29 x11 cm in dimension

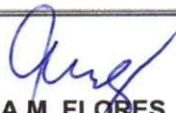

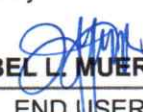


9	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	2	450.00		900.00
10	Paper, Specialty Vellum	pack	50	80.00		4,000.00

**Specification:**

- A4 size
- 220 gsm
- White or Pale Cream Color
- Ideal use for your printing needs, in special occasion / program sheets and creative applications
- 20 pcs per pack

11	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
12	Transparent Ziplock Bags (14 x 20cm)	bags	2	150.00		300.00
<b>TOTAL</b>						<b>16,707.00</b>

Purpose: For Project purposes

Checked by:		Funds Available:	
 <b>ALICIA M. FLORES</b>		 <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 <b>JESIBEL L. MUERTIGUE</b>	 <b>DENNIS P. PEQUE</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU