



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

SCAN HERE



PR-2022-0909-61829

PURCHASE REQUEST

Dept./Office: **OUDRRM**

PR No.: **GF-2022-09-01515**

Date: **09-12-2022**

Section/End-User: **Jemuel A. Ocañada**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OUDRRM-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00
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						
2	Battery, Alkaline, 9 volts	pcs	10	202.00		2,020.00
3	Battery, Alkaline, Size: C, 2pcs/pack	pack	15	95.00		1,425.00
4	Binder Clip, 2-inch, 12 pcs/box	boxes	1	100.00		100.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
5	Envelope, Coin, #4, 500pcs/box	box of 50's	10	200.00		2,000.00
6	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	7	2,625.00		18,375.00
7	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
8	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
9	Paper Clips Small Vinyl (33MM)	Box of 100's	1	35.00		35.00
10	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
11	Paper, Mimeo, WW, A4, S-20	ream	33	220.00		7,260.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	20	250.00		5,000.00

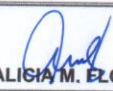

13	Pen, Ball, blue	pieces	53	10.00		530.00
14	Record Book, Big, 300 pages	pcs	15	110.00		1,650.00
15	Record Book, Big, 500 pages	pcs	15	115.00		1,725.00
16	Scotch Tape	pcs	10	30.00		300.00

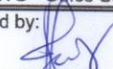
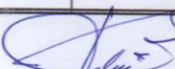
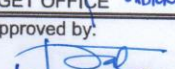
Specification:

Scotch tape 50m 1/2"

	TOTAL					44,535.00
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Purpose: For office use

Checked by:	Funds Available:
 ALICIA M. FLORES	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE <i>6/10/2011</i>

Signature:	Requested by:	Noted by:	Approved by:
	 JEMUEL A. OCAÑA	 JULIUS V. ABELA	 EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU