



PR-2022-0914-63356



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

## PURCHASE REQUEST

Dept./Office: **ODPP**PR No.: **GF-2022-09-01792**Date: **09-14-2022**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **WSSMU - Office Supplies 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	50	140.00		7,000.00
2	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
3	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00

**Specification:**

bright white, high premium quality

4	Soap, Hand, 60g per pack	Sachet	50	25.00		1,250.00
<b>TOTAL</b>						<b>16,620.00</b>

Purpose: For WSSMU Office Supplies

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

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 <b>MARIO C. BANTUGAN</b>	 <b>MARIO LILIO P. VALENZONA</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU