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PR-2022-0913-62777



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

PURCHASE REQUEST

Dept./Office: **ITEEM**PR No.: **GF-2022-09-01624**Date: **09-13-2022**Section/End-User: **Cecilio M. Benitez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ADVANCED EDUCATION A.III.a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	4	55.00		220.00
2	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	4	76.00		304.00
3	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
Specification: bright white, high premium quality						
5	Paper, Mimeo, WW, A4, S-20	ream	3	220.00		660.00
6	Paper, Mimeo, WW, Long, S-20	reams	3	228.00		684.00
7	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
8	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
9	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	10	46.00		460.00
10	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
11	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
12	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
TOTAL						11,816.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: CECILIO M. BENITEZ END USER	Noted by: ELIZA D. ESPINOSA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU