OP# 1548-1549
9/27/21

PPMP #: *73-5-802-2022-8-0-2*

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

GF-2021-09-00974

PURCHASE REQUEST

Dept./Office: **CaO**
PR #: **GF-2021-09-00974**
Date: **09-10-2021**

Section/End-User: **Dahlia R. Arpoceple**
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**
Project Title/Code: **Cash Office - 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	12	30.00		360.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
4	Gel Ink Sign Pen 0.5, blue	pcs	120	25.00		3,000.00
5	Gel Ink Sign Pen 0.5, red	pcs	24	25.00		600.00
6	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	110	289.00		31,790.00
8	Paper, Bond, Long, S-24, 80 gsm	reams	30	328.00		9,840.00
9	Paper, Bond, Short, S-24, 80 gsm	reams	35	277.00		9,695.00
10	Plastic Twine, 1kl/roll	rolls	3	110.00		330.00
11	Rubberband, #18, 350 gms/box	boxes	3	270.00		810.00
12	Scouring Pad, big economy size, good quality	pieces	5	50.00		250.00
13	Soap, Detergent, Bar, at least 350g, any scent	bar	2	38.00		76.00
	Specification:					
14	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
15	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
	TOTAL					**60,555.00**

Purpose: For office use.

Checked by:	Funds Available:
JED ASAPH D. CORTES	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	**DAHLIA R. ARPOCEPLE**	**QUEEN-EVER Y. ATUPAN**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU