

SCAN HERE



PR-2023-0815-138022



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

PURCHASE REQUEST

PPMP No. : 34-4-478-2024-7-0-5

Dept./Office: CAFS

PR No.: TF-2023-08-01658

Date: 08-15-2023

Section/End-User: Remenita J. Solis

Category: Office Supplies

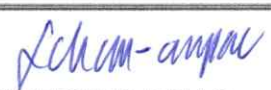
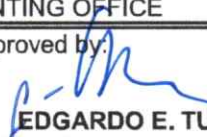
Funding Source: Trust Fund

Project Title/Code: CAFS DOST-ASTHRDP-NSC 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	80.00		960.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
6	Correction Tape, 8m x 5mm wide	pc	4	40.00		160.00
7	Data filer box, double, 11 x 40 x 24cm	pcs	12	500.00		6,000.00
8	Envelope, Brown, long, good quality	pcs	25	5.00		125.00
9	Envelope, Expanding, Plastic, Long	pc	4	54.00		216.00
10	Envelope, Expanding, Plastic, Long, with Handle	pcs	4	100.00		400.00
Specification:						
11	Envelope, Expanding, with garter tie, blue, long	pc	30	15.00		450.00
12	Envelope, Expanding, with garter tie, blue, short	pc	10	11.00		110.00
13	Folder, Expanded, Long (Light Blue)	pcs	30	30.00		900.00
14	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
15	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	12	120.00		1,440.00
16	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00

Specification: bright white, high premium quality						
18	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
19	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
20	Pen, Highlighter, orange	pieces	2	46.00		92.00
21	Pen, Highlighter, yellow	pieces	2	45.00		90.00
22	Pen, Whiteboard Marker, black	pieces	4	50.00		200.00
23	Stamping Pad size 2	pieces	1	155.00		155.00
24	Staple wire remover	pieces	2	40.00		80.00
25	Staple Wire, #35	boxes	2	35.00		70.00
26	Stapler, HD No.35	pc	1	350.00		350.00
27	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
28	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
29	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
30	Tape, Double Sided, 1" x 10m	rolls	4	45.00		180.00
31	Tape, Masking, 1" x 25 yards	rolls	4	48.00		192.00
32	Tape, Packaging, 2" x 100 yards, Clear	rolls	4	75.00		300.00
33	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						33,470.00

Purpose: Office supplies

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: REMENTA J. SOLIS Designation: END USER	Requested by:  REMENTA J. SOLIS END USER	Noted by:  VICTOR B. ASIO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU