



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

PURCHASE REQUEST

Dept./Office: **OHLDHRA**

PR No.: **GF-2022-09-01287**

Date: **09-01-2022**

Section/End-User: **Arianne J. Caintic**

Category: **Office Supplies**



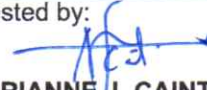


Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
2	Fastener, Paper, plastic, 50 sets/box	boxes	70	38.00		2,660.00
3	Folder, File, Long, 14pts, White	piece	500	10.00		5,000.00
4	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
5	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	20	78.00		1,560.00
6	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00		105.00
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	25	100.00		2,500.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
10	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00
Specification: bright white, high premium quality						
11	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
12	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
13	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00		600.00
14	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
15	Pen, Ball, blue	pieces	100	10.00		1,000.00
16	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00

17	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	10	79.00		790.00
18	Sticky Note, 3x5 Colored	pads	10	50.00		500.00
19	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
20	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	10	79.00		790.00
21	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
22	Tape, Double Sided, 2" x 10m	rolls	10	70.00		700.00
23	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
24	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
25	Tape, Masking, 3" x 25 yards	rolls	10	143.00		1,430.00
26	Tape, Packaging, 2" x 100 yards, Tan	rolls	10	75.00		750.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	7	204.00		1,428.00
TOTAL						39,788.00

Purpose: OHLDHRA 2023 Supplies

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES ^{g. OHLDHRA}	
TWG - Office Supplies		HEAD, BUDGET OFFICE ^{md}	
Signature:	Requested by:	Noted by:	Approved by:
	 ARIANNE J. CAINTIC	 JENNIFER E. ANDO ^{ok 9/1}	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU