



GF-2020-10-00065

PPMP #: 129-5-208-2021-8-0-0



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

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PURCHASE REQUESTDept./Office: **IASO**PR #: **GF-2020-10-00065/0910**Date: **10-13-2020**Section/End-User: **Arlin B. Flandez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IASO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00	MARIA TERESA A. CRUZ	2,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00	MARIA TERESA A. CRUZ	1,150.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	9	125.00	MARIA TERESA A. CRUZ	1,125.00
4	Eraser, Rubber, high quality	pc	3	45.00	MARIA TERESA A. CRUZ	135.00
5	Folder, Pressboard, US, Green, Long	pcs	18	30.00	MARIA TERESA A. CRUZ	540.00
6	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	30	140.00	MARIA TERESA A. CRUZ	4,200.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00	MARIA TERESA A. CRUZ	1,734.00
8	Paper, Bond, Long, S-24, 80 gsm	reams	3	328.00	MARIA TERESA A. CRUZ	984.00
9	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00	MARIA TERESA A. CRUZ	250.00
10	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00	MARIA TERESA A. CRUZ	1,680.00
TOTAL						14,298.00

Purpose: office supplies

Checked by: <i>[Signature]</i> ALICIA M. FLORES		Funds Available: <i>[Signature]</i> MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>[Signature]</i>	
Signature:	Requested by: <i>[Signature]</i> ARLIN B. FLANDEZ	Noted by: <i>[Signature]</i> MARIA TERESA A. CRUZ	Approved by: <i>[Signature]</i> EDGARDO E. TULIN
Printed Name:	ARLIN B. FLANDEZ	MARIA TERESA A. CRUZ	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU