



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



PURCHASE REQUEST

PPMP No. : 43-5-2046-2023-6-0-8

Dept./Office: DSS

PR No.: GF-2023-08-01490

Date: 08-09-2023

Section/End-User: Emelita S. Pausanos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DSS-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	4	140.00		560.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	80.00		160.00
3	Binder Clip, 2-inch, 12 pcs/box	boxes	5	100.00		500.00

Specification:

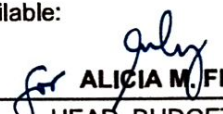
- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

4	Cleaner, Glass, 500mL, spray type, any scent	btls	1	200.00		200.00
5	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	6	50.00		300.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	6	20.00		120.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	20.00		100.00
8	Cork Board, Wall Mount, w/ aluminum frame, 3' x 6'	pcs	1	2,300.00		2,300.00
9	Dishwashing Liquid Soap, Refill 350ml	pack	3	120.00		360.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

10	Disinfectant Spray, 170g	can	2	280.00		560.00
11	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
12	Eraser, whiteboard, magnetic flannel	pc	5	60.00		300.00
13	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	1	330.00		330.00
14	Folder, Expanded, Long (Light Blue)	pcs	20	30.00		600.00

15	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
16	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification: Folder, Ordinary, A4						
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	20	140.00		2,800.00
19	Paper, Manila	pcs	200	6.00		1,200.00
20	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	2	38.00		76.00
21	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	2	38.00		76.00
22	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
23	Pen, Whiteboard Marker, blue,	pieces	12	50.00		600.00
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
25	Stapler, HD No.35	pc	2	350.00		700.00
26	Stapler, HD-# 10	pieces	2	120.00		240.00
27	Sticky Note, 3 x 4, Yellow	pads	3	140.00		420.00
28	Sticky Note, 3x5 Colored	pads	3	50.00		150.00
29	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
30	Transparent Tape (1")	rolls	10	25.00		250.00
31	Transparent Tape (2")	rolls	10	40.00		400.00
TOTAL						17,296.00
Purpose: office supplies						
Checked by:  SHALOM GRACE C. SUCANO JED ASAPH D. CORTES				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
TWG - Office Supplies						
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	EMELITA S. PAUSANOS		SUZETTE B. LINA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	