



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

PURCHASE REQUEST

Dept./Office: **CaO**

PR No.: **GF-2022-09-01680**

Date: **09-13-2022**

Section/End-User: **Dahlia R. Arpoceple**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Cash Office - 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00

Specification:

- ?Eliminates at least 99.9% of germs
- ?Safe on skin
- ?At least 70% solution Rubbing alcohol
- ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
- ?Brand offer should be at least 10 years in the market
- ?at least 5 years expiry

2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	12	30.00		360.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
4	Dishwashing Liquid Soap, Refill 350ml	pack	4	120.00		480.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

5	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	1	78.00		78.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	115	289.00		33,235.00

Specification:

bright white, high premium quality

7	Paper, Bond, Long, S-24, 80 gsm	reams	55	328.00		18,040.00
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Specification:

bright white, high premium quality

	Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
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on:

bright white, high premium quality

9	Pen, Sign, .5mm, Gel-type, Blue	piece	120	35.00		4,200.00
10	Pen, Sign, .5mm, Gel-type, Red	piece	24	35.00		840.00
11	Plastic Twine, 1kl/roll	rolls	2	110.00		220.00
12	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
TOTAL						63,091.00

Purpose: For office use.

Checked by:	Funds Available:
DOREEN B. ALBA TWG - Office Supplies	ALICIA M. FLORES HEAD, BUDGET OFFICE <i>CASH. IN</i>

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	DAHLIA R. ARPOCEPLE	QUEEN-EVER Y. ATUPAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/15/12</i>