



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

PURCHASE REQUEST

Dept./Office: **OUDRRM**

PR No.: **GF-2022-11-02204**

Date: **11-02-2022**

Section/End-User: **Jemuel A. Ocaña**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OUDRRM-2022 Supplies & Materials**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btl	3	125.00		375.00
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	Cartolina, US, Gold, at least 160gsm	pcs	10	14.00		140.00
3	Cartolina, US, Light Blue, at least 160gsm	pcs	10	14.00		140.00
4	Cartolina, US, Light Green, at least 160gsm	pcs	10	14.00		140.00
5	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
6	Frame Glass (for certificates)	unit	5	100.00		500.00
Specification: Certificate for the resource speaker						
7	ID Jacket, ziplocked, size 4R	pc	50	35.00		1,750.00
8	Neck lanyard or ID sling (black)	pc	50	25.00		1,250.00
9	Notebook, composition	pc	50	20.00		1,000.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
11	Pen, Ball, blue	pieces	50	10.00		500.00
12	Pen, pentel, pilot, (assorted colors)	pcs	10	75.00		750.00
Specification:						

4-blue						
4-black						
2-red						
13	Specialty Paper, A4, Ivory	pack	1	500.00		500.00
14	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
TOTAL						10,925.00
Purpose: For the UDRRM Training on November 9-11, 2022						
Checked by:				Funds Available:		
 ALICIA M. FLORES TWG - Office Supplies				 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	JEMUEL A. OCAÑA	JULIUS V. ABELA		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD / PROJECT LEADER		PRESIDENT, VSU		