



PURCHASE REQUEST

Dept./Office: **CAFS**PR #: **GF-2021-10-01333**Date: **10-14-2021**Section/End-User: **Sheila Mae A. Galvez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	3	450.00		1,350.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	46.00		92.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	2	70.00		140.00
6	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	8	300.00		2,400.00
Specification:						
7	Floor Mop	pieces	1	250.00		250.00
Specification: plastic, with handle, heavy duty						
8	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	4	290.00		1,160.00
9	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
10	Multi-Purpose Glue, 1000g	btl	1	450.00		450.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
12	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
13	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
14	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
15	Rags, large, good quality, size 24"x15", water absorbent	pcs	6	40.00		240.00
16	Record Book, Big, 500 pages	pcs	8	115.00		920.00
17	Ruler, Plastic, 12"	pieces	5	15.00		75.00
18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
19	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00

Specification:						
• pump type						
20	Sticky Note, 3 x 4, Yellow	pads	3	140.00		420.00
21	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	55.00		165.00
22	Wax Paper, at least 23m x 30cm	rolls	5	240.00		1,200.00
TOTAL						20,563.00
Purpose: For Laboratory Supplies						
Checked by:				Funds Available:		
 ALICIA M. FLORES				 ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
	 SHEILA MAE A. GALVEZ		 VICTOR B. ASIO		 EDGARDO E. TULIN	
Printed Name:						
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	