



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

PURCHASE REQUEST

PR #: TF-2020-10-00450

Date: 10-15-2020

Dept./Office: **OVPRE**Category: **Office Supplies**Section/End-User: **Shirley T. Nayre**Project Title/Code: **Farm & Home Visits (YRRP) Adm.
Cost Share**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	10	250.00		2,500.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
4	Disinfectant Spray, 170g	can	6	280.00		1,680.00
5	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
7	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
9	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
TOTAL						13,340.00

Purpose: For extension office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ERLINDA S. ESGUERRA

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

SHIRLEY T. NAYRE

Designation:

END USER

Noted by:

ANTONIO P. ABAMO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU

