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PR-2022-0916-64161



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

PURCHASE REQUEST

Dept./Office: **DBM**PR No.: **GF-2022-09-01379**Date: **09-16-2022**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBM A.Y.2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Binder Clip, 1.5", black	pcs	50	7.50		375.00
3	Binder Clip, 2", black	pcs	50	8.50		425.00
4	Cable Tie, 8", 100 pcs/pack	packs	3	110.00		330.00

Specification:

2.5 x 200mm (Width x length)

5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	15	28.00		420.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	15	70.00		1,050.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	15	13.00		195.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	15	14.00		210.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	15	38.00		570.00
10	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
11	Folder, Pressboard, US, Green, Short	pcs	30	29.00		870.00
12	Liquid Hand Soap	gallon	2	500.00		1,000.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00

Specification:

bright white, high premium quality

14	Pen, Ball, blue	pieces	50	10.00		500.00
15	Pen, Ball, red	pieces	50	10.00		500.00
16	Record Book, Big, 300 pages	pcs	2	110.00		220.00
17	Soap, Detergent, Liquid, 1 gal, any scent	gal	3	350.00		1,050.00
18	Soap, Toilet, guest size	pieces	15	15.00		225.00
19	Soap, Toilet, regular size	pieces	10	35.00		350.00

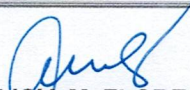
Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

20	Staple Wire, #35	boxes	30	30.00	900.00
21	Sticky Note, 2 x 3, Yellow	pads	10	79.00	790.00
22	Sticky Note, 3 x 4, Yellow	pads	10	140.00	1,400.00
TOTAL					16,075.00

Purpose: Office Uses

Checked by:


ALICIA M. FLORES

TWG - Office Supplies

Funds Available:


ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:


SHEILLO G. CATORCE

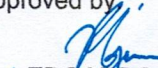
END USER

Noted by:


BERT C. PEÑALOSA

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU