

**VISAYAS STATE UNIVERSITY**

PURCHASE REQUEST

Project Title/Code: OCL STF - IHS Equipment 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	2	1,400.00		2,800.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
3	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00

bright white, high premium quality

5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
6	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00
7	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	1	120.00		120.00

?Packaging Size: 12 pencils per box

8	Scotch Tape	pcs	50	30.00	1,500.00
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Scotch tape 50m 1/2"

9	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
10	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box	box of 50's	3	165.00		495.00

Specification:



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

PURCHASE REQUEST

PPMP No. : 247-1-301-2024-7-0-1

Dept./Office: ULC

Section/End-User: Jovelyn H. Mabuan

Funding Source: Special Trust Fund

PR No.: STF-2023-09-02294

Date: 09-11-2023

Category: Office Equipment

Project Title/Code: OCL STF - IHS Equipment 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Stand Fan, banana type 18" banana blade	unit	2	2,500.00		5,000.00
	TOTAL					5,000.00

Purpose: IHS Library use

Checked by:

LEO A. MAMOLO

TWG - Office Equipment

Funds Available:

for ALICIA M. FLORES
HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JOVELYN H. MABUAN

END USER

Noted by:

VICENTE A. GILOS

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU