



GF-2020-10-00388

PPMP #: 44-5-079-2021-7-0-0



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

PURCHASE REQUEST

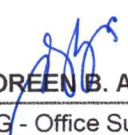
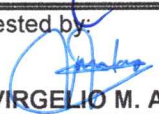
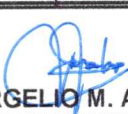
Dept./Office: **DepStat**

PR #: GF-2020-10-00388 /1259

Date: 10-14-2020

Section/End-User: **Virgelio M. Alao**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DEPSTAT-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00	VIRGELIO M. ALAO	1,680.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00	VIRGELIO M. ALAO	1,500.00
3	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	2	550.00	VIRGELIO M. ALAO	1,100.00
4	Disinfectant Cleaner, multi-surface, scented	gal	2	300.00	VIRGELIO M. ALAO	600.00
5	Disinfectant Spray, 340g	can	2	465.00	VIRGELIO M. ALAO	930.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00	VIRGELIO M. ALAO	228.00
7	Folder, Ordinary, A4	pcs	100	7.00	VIRGELIO M. ALAO	700.00
Specification:						
Folder, Ordinary, A4						
8	Glue, Padding, 1kg, for paper binding	btls	2	345.00	VIRGELIO M. ALAO	690.00
9	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00	VIRGELIO M. ALAO	825.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00	VIRGELIO M. ALAO	1,734.00
11	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	VIRGELIO M. ALAO	500.00
12	Pen, Ball, blue	pieces	36	10.00	VIRGELIO M. ALAO	360.00
13	Pen, Whiteboard Marker, black	pieces	6	50.00	VIRGELIO M. ALAO	300.00
14	Pencil, Lead, #2, w/ eraser	pieces	6	10.00	VIRGELIO M. ALAO	60.00
15	Record Book, Big, 300 pages	pcs	4	80.00	VIRGELIO M. ALAO	320.00
16	Scissors, 8" heavy duty, good quality	pieces	2	75.00	VIRGELIO M. ALAO	150.00
17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00	VIRGELIO M. ALAO	210.00
18	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00	VIRGELIO M. ALAO	300.00
19	Soap, Toilet, regular size	pieces	8	35.00	VIRGELIO M. ALAO	280.00
20	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	18.00	VIRGELIO M. ALAO	36.00

	TOTAL				12,503.00
Purpose: For DepStat use.					
Checked by:			Funds Available:		
 DOREEN B. ALBA TWG - Office Supplies			 MYRNA S. PANCITO HEAD, BUDGET OFFICE <i>plans</i>		
Signature:	Requested by:		Noted by:		Approved by:
	 VIRGELIO M. ALAO		 VIRGELIO M. ALAO		 EDGARDO E. TULIN
	Designation: END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU