

GF -2020-10-00398

PPMP #: 22-2-350-2021-7-0-0



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

PURCHASE REQUEST

Dept./Office: NARC

PR #: GF -2020-10-00398 /1242

Date: 10-14-2020

Section/End-User: Luz O. Moreno

Category: Office Supplies

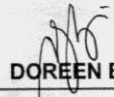
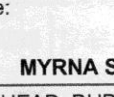
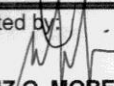
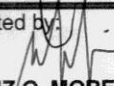
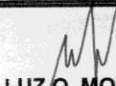
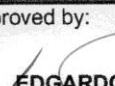
Funding Source: General Fund - CO *more*

Project Title/Code: RJNA.87.018 Sdy 1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00	LUZ O. MORENO	625.00
2	Disinfectant Cleaner, multi-surface, scented	gal	5	300.00	LUZ O. MORENO	1,500.00
3	Disinfectant Spray, 170g	can	5	280.00	LUZ O. MORENO	1,400.00
4	Folder, File, Long, 14pts, White	piece	25	10.00	LUZ O. MORENO	250.00
5	Glue Gun, Big (approx. 7x18x28cm)	pcs	1	355.00	LUZ O. MORENO	355.00
6	Glue Stick, Big, for Glue Gun	pieces	50	10.00	LUZ O. MORENO	500.00
7	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00	LUZ O. MORENO	575.00
8	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00	LUZ O. MORENO	575.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	LUZ O. MORENO	2,890.00
10	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	LUZ O. MORENO	1,640.00
11	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00	LUZ O. MORENO	750.00
12	Pen, Permanent Marker, black, broad tip	pieces	5	60.00	LUZ O. MORENO	300.00
13	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00	LUZ O. MORENO	300.00
14	Pen, Ball, black	pieces	10	10.00	LUZ O. MORENO	100.00
15	Pen, Ball, blue	pieces	10	10.00	LUZ O. MORENO	100.00
16	Pen, Highlighter, orange	pieces	3	46.00	LUZ O. MORENO	138.00
17	Pen, Highlighter, violet	pieces	3	47.00	LUZ O. MORENO	141.00
18	Pen, Highlighter, yellow	pieces	3	45.00	LUZ O. MORENO	135.00
19	Pen, Permanent Marker, JUMBO black	pieces	5	120.00	LUZ O. MORENO	600.00
20	Pen, Permanent Marker, JUMBO blue	pieces	5	120.00	LUZ O. MORENO	600.00
21	Sign pen, Fine Tech, 0.3mm. blue	pieces	5	30.00	LUZ O. MORENO	150.00
22	Staple Wire, #35	boxes	10	30.00	LUZ O. MORENO	300.00
23	Stapler, HD No.35	pc	3	350.00	LUZ O. MORENO	1,050.00
24	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	LUZ O. MORENO	204.00
25	Transparency Film, A4, 100pcs/pack	pack	3	372.00	LUZ O. MORENO	1,116.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
	TOTAL					16,294.00

Purpose: for office supplies

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:  Printed Name: LUZ O. MORENO Designation: END USER	Requested by:  LUZ O. MORENO END USER	Noted by:  LUZ O. MORENO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU