



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

PURCHASE REQUEST

Dept./Office: **DMath**

Section/End-User: **Mary Joy H. Piamonte**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-08-01134**

Date: **08-19-2022**

Category: **Office Supplies**

Project Title/Code: **DMath-2022C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00	EUSEBIO R. LINA JR.	200.00
2	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	2	550.00	EUSEBIO R. LINA JR.	1,100.00
3	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	4	520.00	EUSEBIO R. LINA JR.	2,080.00
4	Folder, Pressboard, US, Green, Long	pcs	50	30.00	EUSEBIO R. LINA JR.	1,500.00
5	Gang Chair, 5-Seater	piece	1	9,000.00	EUSEBIO R. LINA JR.	9,000.00
Specification: • Steel Gang Chair, • 5 Seater, • Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel, • 150kg Weight Rating seat, • Perforated Seat and Back, • Dimension: W287cm, D63.5xH81.28cm, • Color: Black and Silver						
6	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00	EUSEBIO R. LINA JR.	1,560.00
7	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00	EUSEBIO R. LINA JR.	175.00
8	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00	EUSEBIO R. LINA JR.	1,650.00
9	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	10	165.00	EUSEBIO R. LINA JR.	1,650.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00	EUSEBIO R. LINA JR.	1,000.00
11	Paper, Mimeo, GW, Long, S-18	reams	20	190.00	EUSEBIO R. LINA JR.	3,800.00
12	Paper, Mimeo, WW, A4, S-20	ream	20	220.00	EUSEBIO R. LINA JR.	4,400.00
13	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00	EUSEBIO R. LINA JR.	750.00

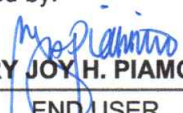
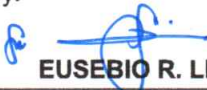
14	Pen, Whiteboard Marker, black	pieces	20	50.00	EUSEBIO R. LINA JR.	1,000.00
15	Pen, Whiteboard Marker, blue,	pieces	20	50.00	EUSEBIO R. LINA JR.	1,000.00
16	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	EUSEBIO R. LINA JR.	200.00
17	Rag, (for cleaning & wiping)	pieces	20	5.00	EUSEBIO R. LINA JR.	100.00
18	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00	EUSEBIO R. LINA JR.	50.00
19	Ring Binder, plastic, 14mm, 9/16" black	pieces	5	15.00	EUSEBIO R. LINA JR.	75.00
20	Ring Binder, plastic, 22mm, 7/8" black	pieces	5	27.00	EUSEBIO R. LINA JR.	135.00
21	Staple Wire, #35	boxes	10	30.00	EUSEBIO R. LINA JR.	300.00
22	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00	EUSEBIO R. LINA JR.	800.00

Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

23	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00	EUSEBIO R. LINA JR.	230.00
24	Tape, Masking, 1" x 25 yards	rolls	5	48.00	EUSEBIO R. LINA JR.	240.00
25	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00	EUSEBIO R. LINA JR.	125.00
26	Tape, Transparent, 12mm x 50m	rolls	10	68.00	EUSEBIO R. LINA JR.	680.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	EUSEBIO R. LINA JR.	1,020.00
TOTAL						34,820.00

Purpose: For office Use

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  MARY JOY H. PIAMONTE	Noted by:  EUSEBIO R. LINA JR.	Approved by:  EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU