



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



## PURCHASE REQUEST

Dept./Office: **OHACR**

PR No.: **GF-2022-09-01336**

Date: **09-02-2022**

Section/End-User: **Aniceta M. Lumacad**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ACRO 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	4	125.00		500.00
<b>Specification:</b>  ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Clear Book Refills, Legal (10pcs/set)	sets	3	42.00		126.00
3	Envelope, Document, Brown, 150 lbs, Short	pc	5	5.00		25.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Folder, Pressboard, US, Yellow, Long	pieces	100	30.00		3,000.00
6	Glue Pen, Clear, 50mL	tubes	2	25.00		50.00
7	Glue Stick, All-purpose, at least 21g	pcs	2	55.00		110.00
8	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
9	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
<b>Specification:</b>  bright white, high premium quality						
11	Pen, Ball, blue	pieces	46	10.00		460.00
12	Pen, Permanent Marker, JUMBO black	pieces	1	120.00		120.00
13	Pen, Permanent Marker, JUMBO green	pieces	1	120.00		120.00

14	Pen, Permanent Marker, JUMBO red	pieces	1	120.00		120.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
16	Record Book, Big, 300 pages	pcs	3	110.00		330.00
17	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
18	Tape, Duct, 2" x 25m, Black/Grey	rolls	1	180.00		180.00
<b>TOTAL</b>						<b>20,217.00</b>

Purpose: OFFICE USE

Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>ANICETA M. LUMACAD</b>	Noted by:  <b>ELSIE E. SALAMAT</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU