



STF-2020-10-00202

PPMP #: 66-1-903-2021-8-0-0



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

044 P12
 10/16/20

PURCHASE REQUEST

Dept./Office: **SPMO**PR #: **STF-2020-10-00202/0542**Date: **10-14-2020**Section/End-User: **Doreen B. Alba**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **FUEL STATION-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
3	Disinfectant Spray, 170g	can	3	280.00		840.00
4	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
5	Paper, Bond, Long, S-24, 80 gsm	reams	13	328.00		4,264.00
6	Pen, Ball, blue	pieces	18	10.00		180.00
7	Pen, Ball, red	pieces	6	10.00		60.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
9	Received Stamp	pcs	2	200.00		400.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

10	Record Book, Big, 500 pages	pcs	2	115.00		230.00
11	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
12	Soap, hand, liquid, 250 ml	btls	6	90.00		540.00
13	Stamping Pad size 4	pieces	2	134.00		268.00
14	Stapler, HD No.35	pc	2	350.00	ALICIA M. FLORES	700.00
15	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	1	40.00		40.00
TOTAL						10,212.00

Purpose: office use

Checked by:

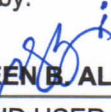


DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	DOREEN B. ALBA	ALICIA M. FLORES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU