



GF-2020-10-00596



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

OP# 1897 10/26/20
 PPMP #: 43-5-138-2021-9-0-1

PURCHASE REQUEST

Dept./Office: DSS

PR #: GF-2020-10-00596 / 1232

Date: 10-16-2020

Section/End-User: Joserose B. Capricho

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: GAA DSS A.III.b.1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00	SUZETTE B. LINA	1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	SUZETTE B. LINA	1,250.00
3	Battery, Alkaline, Size: C, 2pcs/pack	pack	10	95.00	SUZETTE B. LINA	950.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00	SUZETTE B. LINA	1,250.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	25	30.00	SUZETTE B. LINA	750.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	30	14.00	SUZETTE B. LINA	420.00
7	Dust pan, plastic, stand-up handle, large	pc	3	140.00	SUZETTE B. LINA	420.00
8	Fabric Conditioner, 4L, any scent	gallon	2	760.00	SUZETTE B. LINA	1,520.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	SUZETTE B. LINA	380.00
10	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	2	290.00	SUZETTE B. LINA	580.00
11	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00	SUZETTE B. LINA	825.00
12	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00	SUZETTE B. LINA	825.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	SUZETTE B. LINA	2,530.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	SUZETTE B. LINA	14,450.00
15	Record Book, Big, 300 pages	pcs	10	80.00	SUZETTE B. LINA	800.00
16	Record Book, Big, 500 pages	pcs	10	115.00	SUZETTE B. LINA	1,150.00
17	Rubberband, #18, 350 gms/box	boxes	2	270.00	SUZETTE B. LINA	540.00
18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00	SUZETTE B. LINA	1,050.00
19	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	SUZETTE B. LINA	750.00
20	Soap, Toilet, regular size	pieces	10	35.00	SUZETTE B. LINA	350.00
21	Tape, Masking, 1" x 25 yards	rolls	20	48.00	SUZETTE B. LINA	960.00
22	Tape, Masking, 3" x 25 yards	rolls	10	143.00	SUZETTE B. LINA	1,430.00
23	Tape, Transparent, 24mm x 50m	rolls	10	120.00	SUZETTE B. LINA	1,200.00
24	Thumb Tacks, Small Box	boxes	20	12.00	SUZETTE B. LINA	240.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
	TOTAL					35,720.00

Purpose: for instruction use

Checked by:

NELLO D. GORNE

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JOSEROSE B. CAPRICO	SUZETTE B. LINA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU