



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

PURCHASE REQUEST

Dept./Office: **InfOff**

PR #: **GF-2020-10-00227 /1295**

Date: **10-14-2020**

Section/End-User: **Ulderico B. Alviola**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **INFORMATION OFFICE-2021**

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		1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	8	125.00		1,000.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	2	2,500.00		5,000.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
6	Disinfectant Spray, 170g	can	3	280.00		840.00
7	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
8	Folder, File, Short, 14pts, White	piece	50	8.00		400.00
9	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
10	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
11	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
12	Paper, Manila	pcs	50	6.00		300.00
13	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	8	250.00		2,000.00
14	Pen, Permanent Marker, black, fine tip	pieces	15	60.00		900.00
15	Pen, Ball, blue	pieces	100	10.00		1,000.00
16	Pen, Highlighter, yellow	pieces	3	45.00		135.00

17	Pen, Whiteboard Marker, black	pieces	12	50.00	600.00
18	Pen, Whiteboard Marker, blue,	pieces	12	50.00	600.00
19	Record Book, Big, 500 pages	pcs	3	115.00	345.00
20	Soap, Dishwashing, Liquid, 250mL	btls	8	150.00	1,200.00
21	Staple Wire, #35	boxes	12	30.00	360.00
22	Sticky Note, 3 x 4, Yellow	pads	3	140.00	420.00
23	Tape, Double Sided, 2" x 10m	rolls	8	70.00	560.00
24	Tape, Masking, 3/4" x 25 yards	rolls	15	36.00	540.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	612.00
TOTAL					27,645.00

Purpose: For office use

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