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PR-2022-0913-62847



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

PURCHASE REQUEST

PR No.: GF-2022-09-01650

Date: 09-13-2022

Dept./Office: ODS

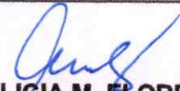
Category: Office Supplies

Section/End-User: Junard C. Gucela

Project Title/Code: OFFICE OF THE DEAN OF STUDENTS

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
3	Battery, Alkaline, 9 volts	pcs	4	202.00		808.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
6	Facial Tissue 1 Pc 14 x 9 Cm	boxes	20	125.00		2,500.00
Specification: Facial Tissue 1 Pc 14 x 9 Cm						
7	First Aid Box or Medicine Cabinet	pc	1	800.00		800.00
Specification: • Wall mounted • Material: Plastic • Color: Red and white combination • Cabinet style with easy open hook • With transparent plastic door • High quality plastic • At least 36 x 29 x11 cm in dimension						
8	Floor Mop	pieces	2	250.00		500.00
Specification: plastic, with handle, heavy duty						
9	Folder, File, Long, 14pts, White	piece	400	10.00		4,000.00
10	Folder, Ordinary, A4	pcs	300	7.00		2,100.00
Specification:						

Folder, Ordinary, A4					
11	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	5,780.00
Specification: bright white, high premium quality					
12	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	3,280.00
Specification: bright white, high premium quality					
13	Wireless Microphone	set	1	5,500.00	5,500.00
Specification: - Carrier Frequency: UHF 613 - 870MHz - Frequency Steadying: -0.002- - Modulating Mode: FM - Audio Dynamic Range: Over 70 dB - Audio Frequency Responses: 100Hz - 15KHz - Audio Output Level: 0 - 280mV - S/N Ratio: Over 70dB - T.H.D: -0.5- - Sensitivity: 3uVFor30dBS/N					
TOTAL					29,528.00
Purpose: For Office Supply use for the year 2023					
Checked by:			Funds Available:		
 DOREEN B. ALBA			 ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE <i>ODS - m</i>		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	JUNARD C. GUCELA	MANOLO B. LORETO JR.		EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU <i>9/15/22</i>	