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PR-2022-0901-59249



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

PURCHASE REQUEST

Dept./Office: **DDC**PR No.: **GF-2022-09-01286**Date: **09-01-2022**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DDC-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
3	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
4	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
5	Duster, Feather	pcs	3	56.00		168.00
6	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	10	140.00		1,400.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

8	Received Stamp with Office Name	unit	1	500.00		500.00
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Specification:

- Received Stamp with Office Name
- Self inking
- Circle
- 50mm

9	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
10	Stapler Flat clinch Standard Half strip	piece	2	700.00		1,400.00

Specification:
SPECIFICATIONS

Product name: HD-50F

- Staples: 24/6(No.3), 26/6(No.35)
- Stapling capacity: 30 sheets(64gsm) / 24 sheets(80gsm)
- Loading capacity: 50 staples(24/6), 100 staples(26/6)
- Dimensions: W40 x D135 x H60(mm)
- Weight(Net): 270g
- Insertion depth: 47mm
- Carton Quantity: 1/5/50
- Product Color: Black or Dark Blue
- Built-in staple remover.

FEATURES

Flat Clinch

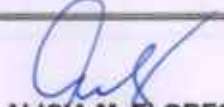
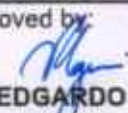
- Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

Ergonomic design

- Comfortable rubber surface is a perfect fit for any gripping style.

11	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00	500.00
12	Transparent Tape (1")	rolls	5	25.00	125.00
TOTAL					14,688.00

Purpose: For office use

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE <i>enc 301</i>	
Signature: Printed Name: Designation:	Requested by:  LIZA ANN C. JAGONOS END USER	Noted by:  EDITHA G. CAGASAN UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU <i>9/14/16</i>