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PR-2022-0324-23143



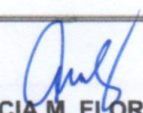
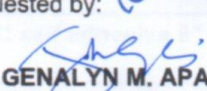
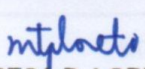
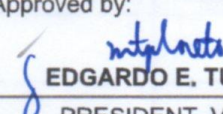
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **CAS**
DBT

PR No.: **GF-2022-03-00289**Date: **03-24-2022**Section/End-User: **Genalyn M. Apas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CAS-2022**

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, Rubbing, 70% Isoprophyl, 1ltr.	btls	20	200.00		4,000.00
3	Certificate Holder (A4)	pcs	20	64.00		1,280.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	8	46.00		368.00
5	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	13.00		130.00
6	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
7	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
8	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
10	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
12	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00		1,560.00
13	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	6	35.00		210.00
14	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00		2,925.00
15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	8	253.00		2,024.00
Specification:						

bright white, high premium quality						
17	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification: bright white, high premium quality						
18	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
Specification: bright white, high premium quality						
19	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
20	Record Book, Big, 300 pages	pcs	10	80.00		800.00
21	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
22	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	10	65.00		650.00
23	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	5	65.00		325.00
24	Staple wire remover	pieces	1	40.00		40.00
25	Staple Wire, #35	boxes	1	30.00		30.00
26	Sticky Note, 2 x 3, Yellow	pads	20	79.00		1,580.00
27	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
28	Transparent Tape (1")	rolls	20	25.00		500.00
TOTAL						23,866.00
Purpose: For office use						
Checked by:  DOREEN B. ALBA TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  GENALYN M. APAS END USER		Noted by:  MA. THERESA P. LORETO UNIT HEAD, PROJECT LEADER		Approved by:  EDGARDO E. TULIN PRESIDENT, VSU	