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PR-2022-0512-32121



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

PURCHASE REQUEST

Dept./Office: **VIHS**PR No.: **GF-2022-05-00541**Date: **05-12-2022**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **JHS Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	2	1,400.00		2,800.00
2	Cartolina, US, Blue, at least 160gsm	pcs	50	14.00		700.00
3	Class Record (School Register), Long, DepEd (K-12)	pcs	50	60.00		3,000.00
4	Eraser, whiteboard, magnetic flannel	pc	30	60.00		1,800.00
5	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
6	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	50	165.00		8,250.00
7	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00		500.00
8	Paper Construction Green 8.5x13"	pcs	50	50.00		2,500.00
9	Paper Construction Pink 8.5x13"	pcs	50	50.00		2,500.00
10	Paper Construction, Gold 8.5x13"	pcs	50	50.00		2,500.00
Specification: 20 Sheets						
11	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification: bright white, high premium quality						
12	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00		8,580.00
Specification: bright white, high premium quality						
13	Pen, Sign, .5mm, Gel-type, Black	piece	50	35.00		1,750.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	50	35.00		1,750.00
16	Pen, Whiteboard Marker, black	pieces	100	50.00		5,000.00

17	Pencil, Lead, #2, w/ eraser	pieces	30	10.00	300.00
18	School Register, big, Secondary	pieces	50	65.00	3,250.00
19	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	50	65.00	3,250.00
20	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	50	85.00	4,250.00
21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	100	204.00	20,400.00
TOTAL					89,580.00

Purpose: For Office Use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	GUADA FE D. ANIHAN	SHALOM GRACE C. SUGANO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU