



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



GF-2021-08-00691

PURCHASE REQUEST

Dept./Office: **VSUHSO**PR #: **GF-2021-08-00691**Date: **08-25-2021**Section/End-User: **Clara P. Mercado**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **USHER - GF MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cotton, 400g	packs	10	165.00		1,650.00
2	Datafiler	pc	6	250.00		1,500.00

Specification:

23cm H x 14cm W x 44cm D

3	Detergent Soap, Powder, 500g	packs	5	60.00		300.00
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Specification:

Detergent Soap Powder with Antibacterial, 500g

4	Dishwashing Liquid Soap, Refill 350ml	pack	3	120.00		360.00
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Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

5	Disinfectant Spray, 170g	can	4	280.00		1,120.00
6	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	6	330.00		1,980.00
7	Hand Towel, cloth, cotton	piece	12	35.00		420.00
8	Masking Tape, 1"	rolls	12	60.00		720.00
9	Paper, Mimeo, WW, Long, S-18	reams	10	218.00		2,180.00
10	Paste, solid, w/ water well & applicator, 200gms	btls	6	50.00		300.00
11	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00
12	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
13	Record Book, Big, 300 pages	pcs	5	80.00		400.00
14	Record Book, Big, 500 pages	pcs	5	115.00		575.00
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
TOTAL						12,750.00

Purpose: for office use

Checked by:		Funds Available:	
DOREEN B. ALBA <i>[Signature]</i>		MYRNA S. PANCITO <i>[Signature]</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>[Signature]</i>	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CLARA P. MERCADO	ELWIN JAY V. YU	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU