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PR-2023-0809-136701

Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **217-5-340-2024-7-0-0**

Dept./Office: **RAO** PR No.: **GF-2023-08-01526** Date: **08-09-2023**

Section/End-User: **Maria Roberta S. Miraflor** Category: **Office Supplies**

Funding Source: **General Fund - MOOE** Project Title/Code: **RAO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	1	1,400.00		1,400.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00		400.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
5	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
6	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	5	125.00		625.00
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	100	195.00		19,500.00
8	Plastic Twine, 1kl/roll	rolls	2	110.00		220.00
9	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
10	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
11	Soap, Dishwashing, Liquid, 250mL	btls	1	150.00		150.00
12	Soap, hand, liquid, 250 ml	btls	2	135.00		270.00
	Specification: • pump type					
13	Stapler, HD No.35	pc	1	350.00		350.00
14	Toilet Bowl Cleaner, at least 1 liter	btl	1	250.00		250.00
	TOTAL					**24,949.00**

Purpose: Office Use

Checked by:	Funds Available:
JED ASAPH D. CORTES	ffdf **ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	**MARIA ROBERTA S. MIRAFLOR**	**MARIA ROBERTA S. MIRAFLOR**	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU