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PR-2022-0901-58927



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

PURCHASE REQUEST

Dept./Office: **RERC**Section/End-User: **SUSANA B. MIÑOZA**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-09-01251**Date: **09-01-2022**Category: **Office Supplies**Project Title/Code: **RERC.A.III.C / RERC Overhead
Cost 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alchol, Isopropyl, 70% solution, 500mL, pump type	btls	18	250.00		4,500.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
3	Empty Water Bottle (5 gallon), round, blue	pc	2	190.00		380.00
4	Mop Rug, Heavy Duty, 100% cotton	pieces	3	90.00		270.00
5	Paper, Bond, Long, S-20, 70 gsm	reams	3	286.00		858.00
Specification: bright white, high premium quality						
6	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
7	Record Book, Big, 500 pages	pcs	1	115.00		115.00
8	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
9	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	4	40.00		160.00
10	Toilet Bowl Cleaner, at least 500ml	btl	3	180.00		540.00
11	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						9,453.00

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:

SUSANA B. MIÑOZA

END USER

Noted by:

ELDON P. DE PADUA

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU