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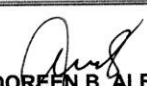



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **IHK**PR No.: **STF-2022-09-01884**Date: **09-16-2022**Section/End-User: **Bethlehem B. Catorce**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **VSU Intramural 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	8r Photo	pc	2	150.00		300.00
2	Battery, Alkaline, 9 volts	pcs	25	202.00		5,050.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	15	125.00		1,875.00
5	Cartolina, US, Black, at least 160gsm	pcs	10	14.00		140.00
6	Cartolina, US, Blue, at least 160gsm	pcs	10	14.00		140.00
7	Cartolina, US, Light Green, at least 160gsm	pcs	10	14.00		140.00
8	Cartolina, US, Neon Green, at least 160gsm	pcs	10	14.00		140.00
9	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	10	14.00		140.00
10	Cartolina, US, Pink, at least 160gsm	pcs	10	14.00		140.00
11	Cartolina, US, Red, at least 160gsm	pcs	10	14.00		140.00
12	Cartolina, US, Yellow, at least 160gsm	pcs	10	14.00		140.00
13	Certificate Holder (A4)	pcs	9	64.00		576.00
14	Cloth, Panda/Catche, for mural painting contest	meter	30	45.00		1,350.00
15	Envelope, Expanding, Plastic, Long, with Handle	pcs	40	100.00		4,000.00
Specification:						
16	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
17	Frame, for certificates, A4 size	pcs	7	380.00		2,660.00
Specification:						

Hard border, with color black or brown color. Glass type.						
18	Geena Fabric Gold	yard	50	40.00		2,000.00
19	Geena Fabric Green	yard	50	40.00		2,000.00
20	Large Claypot	pc	1	200.00		200.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification: bright white, high premium quality						
22	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
23	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00		190.00
24	Pen, Ball, black	pieces	25	10.00		250.00
25	Pencil, Lead, #2, w/ eraser	pieces	60	10.00		600.00
26	Sticks	packs	8	20.00		160.00
TOTAL						31,136.00
Purpose: Cups and medales for awards to be use for the university Student Intramural Games 2022						
Checked by:  DOREEN B. ALBA TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	BETHLEHEM B. CATORCE		CHARIS B. LIMBO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	