

PPMP #: 11-G-364-2022-4-0-0



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



GF-2021-09-00829

PURCHASE REQUEST

Dept./Office: **DLABS**

PR #: **GF-2021-09-00829**

Date: **09-06-2021**

Section/End-User: **Gilda P. Nayre**

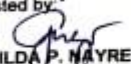
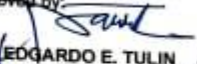
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DLABS-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	20	14.00		280.00
5	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00		2,925.00
7	Paper, Bond, A4, S-20, 70 gsm	reams	75	253.00		18,975.00
8	Record Book, Big, 300 pages	pcs	5	80.00		400.00
9	Record Book, Big, 500 pages	pcs	5	115.00		575.00
10	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00		50.00
11	Ring Binder, plastic, 20mm, 3/4" black	pieces	10	22.00		220.00
12	Ring Binder, plastic, 51mm 2" black	pieces	10	55.00		550.00
13	Ring Binder, plastic, 14mm, 5/8" black	pieces	5	18.00		90.00
14	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00		1,680.00
TOTAL						29,445.00

Purpose: for office use

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:  Printed Name: GILDA P. NAYRE Designation: END USER	Requested by:  JETT C. QUEBEC UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU 	

