



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

SCAN HERE



PR-2022-0204-11202

PURCHASE REQUEST

Dept./Office: **VEFI**

PR No.: **STF-2022-02-00088**

Date: **02-04-2022**

Section/End-User: **Cynthia Y. Manzano**

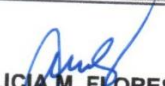




Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **VFES / Elementary**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	1	450.00		450.00
2	Cartolina, Vellum, White, at least 180gsm	pcs	15	35.00		525.00
3	Class Record (School Register), Long, DepEd (K-12)	pcs	8	60.00		480.00
4	envelope for elementary report cards	pcs	150	1.50		225.00
5	Paper, Bond, A4, S-20, 70 gsm	reams	35	253.00		8,855.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-20, 70 gsm	reams	17	286.00		4,862.00
Specification: bright white, high premium quality						
7	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
Specification: bright white, high premium quality						
8	Paper, Laid 8 x 11 90gsm Diamond White	boxes	1	850.00		850.00
9	Paper, Mimeo, GW, Long, S-18	reams	20	190.00		3,800.00
10	Pen, Ball, black	pieces	10	10.00		100.00
11	Pen, Ball, blue	pieces	10	10.00		100.00
12	Pen, Ball, red	pieces	10	10.00		100.00
13	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
TOTAL						23,007.00

Purpose: For procurement of office supplies for CY 2022

Checked by:  ALICIA M. FLORES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  CYNTHIA Y. MANZANO END USER	Noted by:  MA. RACHEL KIM L. AURE UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU