



GF-2020-10-00151

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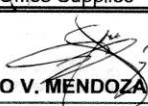
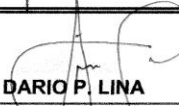
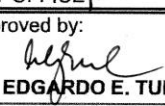
Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUESTDept./Office: **SSO**PR #: **GF-2020-10-00151/0976**Date: **10-14-2020**Section/End-User: **Edilberto V. Mendoza**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OUDRRM-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00	EDILBERTO V. MENDOZA	1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	EDILBERTO V. MENDOZA	1,250.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00	EDILBERTO V. MENDOZA	250.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00	EDILBERTO V. MENDOZA	150.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	EDILBERTO V. MENDOZA	140.00
6	Correction Tape, 8m x 5mm wide	pc	5	40.00	EDILBERTO V. MENDOZA	200.00
7	Dust pan, plastic, stand-up handle, large	pc	2	140.00	EDILBERTO V. MENDOZA	280.00
8	Duster, Microfiber (Cotton)	pcs	3	102.00	EDILBERTO V. MENDOZA	306.00
9	Eraser, whiteboard, magnetic flannel	pc	2	60.00	EDILBERTO V. MENDOZA	120.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	EDILBERTO V. MENDOZA	190.00
11	Folder, File, Long, 14pts, White	piece	25	10.00	EDILBERTO V. MENDOZA	250.00
12	Folder, File, Short, 14pts, White	piece	15	8.00	EDILBERTO V. MENDOZA	120.00
13	Folder, Pressboard, US, Blue, Long	pieces	30	30.00	EDILBERTO V. MENDOZA	900.00
14	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00	EDILBERTO V. MENDOZA	105.00
15	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00	EDILBERTO V. MENDOZA	345.00
16	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00	EDILBERTO V. MENDOZA	330.00
17	Mop Handle, plastic	pieces	2	120.00	EDILBERTO V. MENDOZA	240.00
18	Mop rug, heavy duty 100% cotton	pieces	2	50.00	EDILBERTO V. MENDOZA	100.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
20	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00	EDILBERTO V. MENDOZA	6,560.00
21	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00	EDILBERTO V. MENDOZA	2,770.00
22	Paper, Manila	pcs	5	6.00	EDILBERTO V. MENDOZA	30.00
23	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00	EDILBERTO V. MENDOZA	2,500.00
24	Pen, Permanent Marker, black, broad tip	pieces	3	60.00	EDILBERTO V. MENDOZA	180.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
25	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00	EDILBERTO V. MENDOZA	180.00
26	Pen, Ball, black	pieces	48	10.00	EDILBERTO V. MENDOZA	480.00
27	Pen, Ball, blue	pieces	48	10.00	EDILBERTO V. MENDOZA	480.00
28	Pen, Ball, red	pieces	12	10.00	EDILBERTO V. MENDOZA	120.00
29	Pen, Whiteboard Marker, black	pieces	5	50.00	EDILBERTO V. MENDOZA	250.00
30	Record Book, Big, 500 pages	pcs	25	115.00	EDILBERTO V. MENDOZA	2,875.00
31	Scissors, 8" heavy duty, good quality	pieces	2	75.00	EDILBERTO V. MENDOZA	150.00
32	Staple wire remover	pieces	2	34.00	EDILBERTO V. MENDOZA	68.00
33	Stapler, HD No.35	pc	1	350.00	EDILBERTO V. MENDOZA	350.00
34	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	3	18.00	EDILBERTO V. MENDOZA	54.00
35	Sticky Note, 2 x 3, Yellow	pads	5	79.00	EDILBERTO V. MENDOZA	395.00
36	Tape, Transparent, 12mm x 50m	rolls	8	68.00	EDILBERTO V. MENDOZA	544.00
TOTAL						30,142.00

Purpose: For our office use

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  EDILBERTO V. MENDOZA END USER	Noted by:  DARIO P. LINA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULINA PRESIDENT, VSU