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PR-2022-0610-37874



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

PURCHASE REQUEST

Dept./Office: **DGE**PR No.: **GF-2022-06-00774**Date: **06-11-2022**Section/End-User: **Haide B. Cuevas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE- General Fund 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Envelope, brown, ordinary, A4 size	pcs	100	10.00		1,000.00
3	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
4	Marking Tape, 1-1/2" Thick	pcs	10	70.00		700.00
Specification: 12mmx25yds						
5	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
Specification: bright white, high premium quality						
6	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	24	90.00		2,160.00
7	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	10	65.00		650.00
8	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						14,243.00

Purpose: for DGE administrative and instructional use

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:	HAIDE B. CUEVAS	JANNET C. BENCURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU