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PR-2022-0831-58602



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

PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR No.: **GF-2022-08-01227**Date: **08-31-2022**Section/End-User: **Marlon V. Dampios**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NSTP OFFICE SUPPLIES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Certificate Holder (A4)	pcs	80	64.00		5,120.00
3	Envelope, brown, ordinary, A4 size	pcs	100	10.00		1,000.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
6	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
7	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	100	38.00		3,800.00
8	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	10	300.00		3,000.00
9	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
10	Soap, Hand, 60g per pack	Sachet	5	25.00		125.00
11	Wax, Floor, paste type, colorless, 450g/can	cans	2	170.00		340.00
TOTAL						17,235.00

Purpose: Office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORESNSTP 201
HEAD, BUDGET OFFICE 2023

Signature:

Printed Name:

Designation:

Requested by:

MARLON V. DAMPIOS

END USER

Noted by:

JOY A. BELLEN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU 9/13/22