



PPMP #: 34-4-78-2021-8-0-0



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

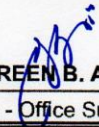
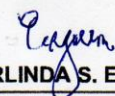
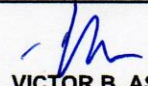
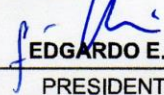
PURCHASE REQUEST

Dept./Office: **CAFS**Section/End-User: **Remenita J. Solis**Funding Source: **Trust Fund**PR #: **TF-2020-10-00311**Date: **10-30-2020**Category: **Office Supplies**Project Title/Code: **20201050-10.6.7 DOST-ASTHRDP-NSC**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	10	250.00	REMENITA J. SOLIS	2,500.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00	REMENITA J. SOLIS	600.00
3	Cleaner, Glass, 500mL, any scent	btls	6	198.00	REMENITA J. SOLIS	1,188.00
4	Cleanser, Powder, 500g, any scent	btls	4	76.00	REMENITA J. SOLIS	304.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
7	Correction Tape, 8m x 5mm wide	pc	5	40.00	REMENITA J. SOLIS	200.00
8	Disinfectant Spray, 340g	can	10	465.00	REMENITA J. SOLIS	4,650.00
9	Dust pan, plastic, stand-up handle, large	pc	2	140.00	REMENITA J. SOLIS	280.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00	REMENITA J. SOLIS	140.00
11	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00	REMENITA J. SOLIS	100.00
12	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00	REMENITA J. SOLIS	300.00
13	Envelope, Expanding, with garter tie, blue, short	pc	15	11.00	REMENITA J. SOLIS	165.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	REMENITA J. SOLIS	190.00
15	Folder, Pressboard, US, Green, Long	pcs	30	30.00	REMENITA J. SOLIS	900.00
16	Folder, Pressboard, US, Green, Short	pcs	20	29.00	REMENITA J. SOLIS	580.00
17	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00	REMENITA J. SOLIS	1,200.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	REMENITA J. SOLIS	14,450.00
19	Pen, Ball, blue	pieces	10	10.00	REMENITA J. SOLIS	100.00
20	Pen, Whiteboard Marker, red	pieces	5	50.00	REMENITA J. SOLIS	250.00
21	Pen, Whiteboard Marker, black	pieces	5	50.00	REMENITA J. SOLIS	250.00
22	Pen, Whiteboard Marker, blue,	pieces	5	50.00	REMENITA J. SOLIS	250.00
23	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00	REMENITA J. SOLIS	70.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Record Book, Big, 300 pages	pcs	10	80.00	REMENITA J. SOLIS	800.00
25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00	REMENITA J. SOLIS	1,050.00
26	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00	REMENITA J. SOLIS	1,500.00
27	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
28	Sticky Note, 3 x 3, Yellow	pads	5	84.00	REMENITA J. SOLIS	420.00
29	Sticky Note, 3 x 4, Yellow	pads	5	140.00	REMENITA J. SOLIS	700.00
30	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00	REMENITA J. SOLIS	275.00
31	Tape, Transparent, 12mm x 50m	rolls	5	68.00	REMENITA J. SOLIS	340.00
32	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						34,483.00

Purpose: office supplies and materials needed in the operation of the project

Checked by:		Funds Available:	
			
DOREEN B. ALBA		ERLINDA S. ESGUERRA	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
			
Printed Name:	REMENITA J. SOLIS	VICTOR B. ASIO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU