



GF-2020-10-00391

PPMP #: 72-5-123-2021-7-0-0



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

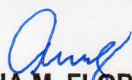
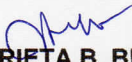
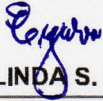
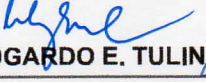
PURCHASE REQUEST

Dept./Office: **AccO**PR #: **GF-2020-10-00391 /0994**Date: **10-15-2020**Section/End-User: **NORIETA B. BUSTILLO**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ACCTG2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	8	220.00		1,760.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	38	125.00		4,750.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
4	Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color	pc	4	250.00		1,000.00
Specification: Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color						
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Cartolina, US, Blue, at least 160gsm	pcs	6	14.00		84.00
7	Cartolina, US, Light Green, at least 160gsm	pcs	6	14.00		84.00
8	Cartolina, US, Pink, at least 160gsm	pcs	6	14.00		84.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
11	Dust pan, plastic, stand-up handle, small	pc	1	75.00		75.00
12	Duster, Microfiber (Cotton)	pcs	3	102.00		306.00
13	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
14	Eraser, Rubber, high quality	pc	4	45.00		180.00
15	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
16	Fastener, Paper, non-rust metal, 50 sets/box	boxes	24	50.00		1,200.00
17	Folder, File, Long, 14pts, White	piece	300	10.00		3,000.00
18	Folder, Pressboard, US, Green, Long	pcs	300	30.00		9,000.00

19	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	6	78.00		468.00
20	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	4	35.00		140.00
21	Ink, Refill, for Permanent Marker, Black, 30mL	btls	4	115.00		460.00
22	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
24	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
25	Paper, Bond, Long, S-24, 80 gsm	reams	30	328.00		9,840.00
26	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
27	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	6	70.00		420.00
28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
29	Pen, Permanent Marker, black, broad tip	pieces	24	60.00		1,440.00
30	Pen, Whiteboard Marker, black	pieces	1	50.00		50.00
31	Pen, Whiteboard Marker, blue,	pieces	1	50.00		50.00
32	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
33	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
34	Plastic Twine, 1kl/roll	rolls	6	65.00		390.00
35	Record Book, Big, 500 pages	pcs	3	115.00		345.00
36	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
37	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
38	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
39	Staple Wire, #10	boxes	6	11.00		66.00
40	Staple Wire, #35	boxes	24	30.00		720.00
41	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
42	Tape, Magic, 24mm x 50m	rolls	3	357.00		1,071.00
43	Tape, Masking, 1" x 25 yards	rolls	4	48.00		192.00
44	Tape, Transparent, 12mm x 50m	rolls	6	68.00		408.00
45	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						63,517.00

Purpose: for office use

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	NORIETA B. BUSTILLO	ERLINDA S. ESGUERRA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU