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PR-2022-0425-28865

OP 5/24/22



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

PURCHASE REQUEST

Dept./Office: **OHPMRR**PR No.: **GF-2022-04-00493**Date: **04-25-2022**Section/End-User: **Florante G. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHPMRR-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Continuous Forms, Bond 20, 11 x 14-7/8, 2 Ply	boxes	2	2,910.00		5,820.00
2	Continuous Forms, Bond 20, 13 x 9-1/2, 2 Ply	boxes	2	2,495.00		4,990.00
3	Correction Pen, rolling ball-metal tip	pc	8	220.00		1,760.00
4	Correction Tape, 8m x 5mm wide	pc	41	40.00		1,640.00
5	Paper, Bond, A3, S-24, 80 gsm	reams	4	580.00		2,320.00

Specification:

bright white, high premium quality

6	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
7	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
TOTAL						18,780.00

Purpose: Office Supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: FLORANTE G. DIDAL END USER	Noted by: MIRIAM M. DE LA TORRE UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU