



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

PURCHASE REQUEST

Dept./Office: **RCCRDC**PR No.: **GF-2022-08-01232**Date: **08-31-2022**Section/End-User: **Merlin R. Lebante**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RCCRDC.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00		3,680.00

Specification:

?Input: AC100-240V 50-60Hz
 ?Output: DC1.5 V AA 550mA x4 / AAA 275mA x4
 ?Charging Control: checks voltage and temperature of battery automatically
 ?Indicator: LED x 4
 ?Charging: ON, Fully charged: OFF
 ?Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	1	785.00		785.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
6	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
7	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
8	Folder, Pressboard, US, Green, Long	pcs	24	30.00		720.00
9	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	2	450.00		900.00
10	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	3	205.00		615.00
11	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
12	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

13	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	1,020.00
14	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00	395.00
15	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00	280.00
16	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	40.00	200.00
TOTAL					12,075.00

Purpose: center use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: MERLIN R. LEBANTE END USER	Noted by: EDUARDO O. MANGAOANG UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU