



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

PURCHASE REQUEST

Dept./Office: **ViCARP**

PR #: **GF-2020-10-00485** /1119

Date: **10-15-2020**

Section/End-User: **Elmera Y. Bañoc**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ViCARP.19**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	30	140.00		4,200.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
5	Disinfectant Spray, 340g	can	10	465.00		4,650.00
6	Envelope, Mailing, white, long, 500pcs/box	box	4	395.00		1,580.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
8	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	2	150.00		300.00
9	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
11	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	20	250.00		5,000.00
13	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	30	38.00		1,140.00
14	Paper, Towel, Interfolded, 1 ply, 175 pulls	pack	10	75.00		750.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	25	35.00		875.00
16	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	10	88.00		880.00
17	Staple Wire, #35	boxes	10	30.00		300.00
18	Stapler, HD No.35	pc	3	350.00		1,050.00
19	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	10	155.00		1,550.00
TOTAL						51,835.00

Purpose: For office use

Checked by: DOREEN B. ALBA		Funds Available: MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: ELMERA Y. BAÑOC	Noted by: OTHELLO B. CAPUNO	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU