



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

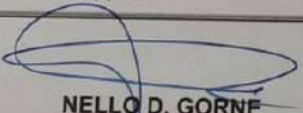
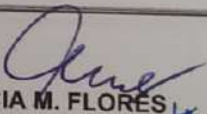
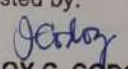
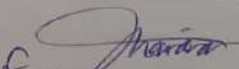
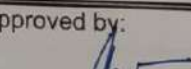
PURCHASE REQUEST

Dept./Office: **PRCRTC** PR No.: **GF-2022-09-01643** Date: **09-13-2022**
Section/End-User: **Joy C. Codog** Category: **Office Supplies** Duration: **2024-07-01 to 2024-07-01**
Funding Source: **General Fund - MOOE** Project Title/Code: **VSU-IP-2022-1(Field and other supplies)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies	unit	6	400.00		2,400.00
Specification: <ul style="list-style-type: none">Description:<ul style="list-style-type: none">1. Put the expansion screw into the pipe, then press it into the workbench, do not hit2. Screw in the side frame, note: the groove on the side rail is facing inwards3. Screw into the other side of the frame4. Put in the file trayThis four-layer file holder keeps working efficiently. Exquisite black surface and metal mesh design for any office interior. With this ambience, you can work comfortably.Specifications:<ul style="list-style-type: none">material: ironColour: Black						
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	10	250.00		2,500.00
3	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	10	30.00		300.00
4	External Hard Drive, 1 TB	unit	1	3,000.00		3,000.00
Specification: <p>Transcend TS1TSJ25M3 Slim 1TB Portable Hard Drive (Green) with 3 YEARS</p> <ul style="list-style-type: none">Capacity: 1TBConnection interface: USB 2.0/3.0Storage Media: 2.5" SATA HDDOp. Voltage: USB DC 5VSize :129.5mm x 82.4mm x 20.4mmWeight: 216g						
5	Folder, Brown, Long Size 8.5x13"	pcs	50	7.00		350.00

6	Laminating Film, A4, 100 shts/box, 250 microns	box of 50's	1	1,430.00		1,430.00
7	Paper, Bond, A3, S-20, 70 gsm	reams	25	466.00		11,650.00
Specification: bright white, high premium quality						
8	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
9	Record Book, Big, 500 pages	pcs	5	115.00		575.00
10	Rolled Paper Towel, 2 plys good qnty (Jumbo Towel)	rolls	20	88.00		1,760.00
Specification: ?2 Ply ?at least 70 pulls or 140 Sheets ?Sheet size: at least 275mm x 230mm ?No artificial whiteners & elemental chlorine						
11	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
12	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	30.00		600.00
13	Staple Wire, #35	boxes	5	30.00		150.00
14	Stapler, HD No.35	pc	5	350.00		1,750.00
15	Sticky Note, 3 x 5, Yellow	pads	10	150.00		1,500.00
16	Sticky Note, 3x5 Colored	pads	10	50.00		500.00
17	Tape, Masking, 3/4" x 25 yards	rolls	20	36.00		720.00
TOTAL						31,380.00

Purpose: field and other supplies

Checked by:  NELLO D. GORNE TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: 	Requested by: JOY C. CODOG	Noted by:  MAE ANN A. BRAVO	Approved by:  EDGARDO E. TULIN
Printed Name:	JOY C. CODOG	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:	END USER		