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PR-2022-0722-50332



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

PURCHASE REQUEST

Dept./Office: **VIHS**PR No.: **GF-2022-07-00990**Date: **07-22-2022**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **JHS Office Supplies1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
3	Correction Tape, 10 meters	pcs	10	32.00		320.00
4	Disinfectant Spray, 170g	can	2	280.00		560.00
5	Envelope Brown, 6x9 for Card	pcs	300	5.00		1,500.00
6	Envelope, Expanding, with garter tie, brown, short	pc	150	11.00		1,650.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
8	Folder, Brown, Long Size 8.5x13"	pcs	200	7.00		1,400.00
9	Folder, Pressboard, Long, Brown with Plastic cover	pcs	100	20.00		2,000.00
10	Gel Ink Sign Pen 0.5, blue	pcs	200	25.00		5,000.00
11	Gel Ink Sign Pen 0.5, red	pcs	50	25.00		1,250.00
12	Ink, Refill, for Permanent Marker, Black, 30mL	btls	12	115.00		1,380.00
13	Mop Rug, Heavy Duty, 100% cotton	pieces	2	90.00		180.00
14	Notarial seal with adhesive #24-21/8" (40pcs/pack)	packs	50	30.00		1,500.00
15	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
Specification:						
bright white, high premium quality						
16	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification:						
bright white, high premium quality						
17	Paper, Parchment, A4, cream, 100 sheets/pack	pack	20	500.00		10,000.00
18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	25	250.00		6,250.00
19	Parchment Paper, Long	reams	20	250.00		5,000.00

	Pen, Permanent Marker, black, broad tip	pieces	12	60.00		720.00
21	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	6	300.00		1,800.00
22	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	100	90.00		9,000.00
23	Sign pen, Fine Tech, 0.3mm. blue	pieces	100	30.00		3,000.00
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
25	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
26	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	2	220.00		440.00
27	Specialty Board, 250gsm, Light Green, Vellum	packs	100	75.00		7,500.00
28	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	6	155.00		930.00
29	Sticky Note, 3x5 Colored	pads	100	50.00		5,000.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	100	204.00		20,400.00
31	Tusell, cloth, Yellow/Gold, 2"	rolls	5	300.00		1,500.00
	TOTAL					96,500.00

Purpose: For office use

Checked by:		Funds Available:	
DOREEN B. ALBA TWG - Office Supplies		for SHALOM - GUGAL ALICIA M. FLORES, in VHS HEAD, BUDGET OFFICE 301	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	GUADA FE D. AMIHAN	SHALOM GRACE C. SUGANO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU