



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

PURCHASE REQUEST

PPMP No. : 163-4-2644-2023-1-0-1

Dept./Office: ODI

Section/End-User: Michelle Aubrey D. Cabase

Funding Source: Trust Fund

PR No.: TF-2023-03-00447

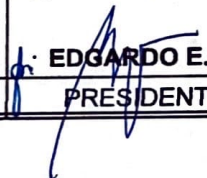
Category: Office Supplies

Project Title/Code: 20201050-1.98

Date: 03-21-2023

Duration: 2021-04-01
to
2023-09-30

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	15	140.00		2,100.00
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	10	220.00		2,200.00
4	Broom and Dustpan Set	set	2	600.00		1,200.00
5	Broom, Stick Broom, Tukog	pc	4	40.00		160.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
6	Cleaner, Glass, 500mL, spray type, any scent	btls	15	200.00		3,000.00
7	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00		1,640.00
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00		720.00
9	Envelope, Expanding, with garter tie, brown, long	pc	15	15.00		225.00
10	File Organizer (Accordion), Expanding, w/ 13 inside pockets & Index tabs, Legal	pieces	2	368.00		736.00
11	Muriatic Acid concentrated scented	gal	2	350.00		700.00
12	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
13	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00		125.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification:						

bright white, high premium quality						
15	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
16	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						27,896.00
Purpose: Supplies and Maintenance of TBI Office						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		
Signature:	Requested by:  MICHELLE AUBREY D. CABASE		Noted by:  MARLON M. TAMBIS		Approved by:  EDGARDO E. TULIN	
Printed Name:	MICHELLE AUBREY D. CABASE		MARLON M. TAMBIS		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	