

SCAN HERE



PR-2022-0909-62098



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

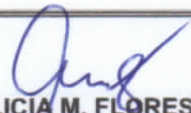
PURCHASE REQUEST

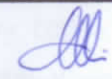
Dept./Office: **DSS**PR No.: **GF-2022-09-01530**Date: **09-12-2022**Section/End-User: **Joserose B. Capricho**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DSS Advance Education**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	3	140.00		420.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
6	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	2	330.00		660.00
7	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
8	Folder, File, Short, 14pts, White	piece	100	8.00		800.00
9	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
10	Multi-Insect Killer Spray, 250mL	tubes	2	200.00		400.00
11	Paper, Manila	pcs	200	6.00		1,200.00
12	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
13	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
14	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
15	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
16	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
17	Soap, Toilet, regular size	pieces	5	35.00		175.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
18	Stapler, HD No.35	pc	1	350.00		350.00
19	Thumb Tacks, Small Box	boxes	5	12.00		60.00

20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	408.00
	TOTAL				10,934.00

Purpose: For Office use

Checked by:	 NELLO D. GORNE TWG - Office Supplies	Funds Available:	 ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JOSEROSE B. CAPRICO	 SUZETTE B. LINA	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU