



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

OK 1731
10/16/20

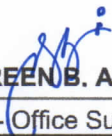
PURCHASE REQUEST

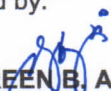
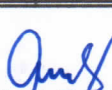
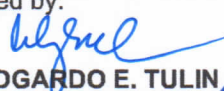
Dept./Office: **SPMO**PR #: **GF-2020-10-00213/0963**Date: **10-14-2020**Section/End-User: **Doreen B. Alba**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **SPMO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	4	785.00		3,140.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White	pcs	20	500.00		10,000.00
6	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00		105.00
7	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs./pack, waterproof	packs	20	300.00		6,000.00
8	Paper, Bond, A3, S-24, 80 gsm	reams	2	580.00		1,160.00
9	Pen, Ball, blue	pieces	30	10.00		300.00
10	Pen, Ball, red	pieces	12	10.00		120.00
11	Pen, Highlighter, orange	pieces	2	46.00		92.00
12	Pen, Highlighter, yellow	pieces	2	45.00		90.00
13	Pen, Permanent Marker, JUMBO red	pieces	2	120.00		240.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	6	35.00		210.00
16	Pigment Ink, Black color, 100ml	btls	4	300.00		1,200.00
17	Pigment Ink, Cyan color, 100ml	btls	4	300.00		1,200.00
18	Pigment Ink, Magenta color, 100ml	btls	4	300.00		1,200.00
19	Pigment Ink, Yellow color, 100ml	btls	4	300.00		1,200.00
20	Received Stamp Supply & Property Management Office with Date and Signature, Circle/Oval	pcs	2	200.00		400.00
21	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
22	Soap, hand, liquid, 250 ml	btls	12	90.00		1,080.00
23	Stamping Pad size 4	pieces	2	134.00		268.00
24	Staple Wire, #35	boxes	12	30.00		360.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
25	Stapler, HD No.35	pc	4	350.00	ALICIA M. FLORES	1,400.00
26	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
27	Trapal/Lona, heavy duty, 20 meters	rolls	1	4,000.00		4,000.00
TOTAL						37,838.00

Purpose: office use

Checked by:	Funds Available:
 DOREEN B. ALBA	 MYRNA S. PANCITO
TWG - Office Supplies	HEAD, BUDGET OFFICE 8/10/15

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 DOREEN B. ALBA	 ALICIA M. FLORES	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU