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PR-2022-0901-58915



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

## PURCHASE REQUEST

Dept./Office: **RERC**PR No.: **GF-2022-09-01249**Date: **09-01-2022**Section/End-User: **SUSANA B. MIÑOZA**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCERC Overhead Cost**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
3	Envelope, Expanding, Plastic, Long	pc	12	54.00		648.00
4	Envelope, Expanding, Plastic, Long, with Handle	pcs	6	100.00		600.00
Specification:						
5	Envelope, Kraft, Brown, Long	box of 50's	1	200.00		200.00
Specification: <ul style="list-style-type: none"> <li>Kraft paper envelope (made of kraft paper)</li> <li>15in * 10in (measurement)</li> <li>1 box contains 50pcs</li> <li>good quality</li> </ul>						
6	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	3	150.00		450.00
Specification:						
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	100.00	ELDON P. DE PADUA	800.00
<b>TOTAL</b>						<b>5,268.00</b>
Purpose: For office use						

Checked by:  <b>DOREEN B. ALBA</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> <i>NCERC</i> HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>SUSANA B. MIÑOZA</b>	Noted by:  <b>ELDON P. DE PADUA</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU