



TF-2021-02-00024

PPMP #: 14-4-587-2021-S-0-1



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

PURCHASE REQUEST

Dept./Office: **DOH**PR #: **TF-2021-02-00024**Date: **01-29-2021**Section/End-User: **Catherine C. Arradaza**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.95**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	348.00		696.00
4	Disinfectant Spray, 170g	can	5	280.00		1,400.00
5	Disinfectant Spray, 340g	can	5	465.00		2,325.00
6	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00		480.00
7	Dust pan, plastic, stand-up handle, small	pc	2	75.00		150.00
8	Foil, Aluminum, 7m x 30cm (approx. 130g)	boxes	10	150.00		1,500.00
9	Hand Sprayer, plastic, 200 ml cap.	pieces	5	130.00		650.00
10	Hand Towel, cloth, cotton	piece	24	15.00		360.00
11	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	50	125.00		6,250.00
12	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	2	500.00		1,000.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
14	Pen, Permanent Marker, black, fine tip	pieces	12	60.00		720.00
15	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
16	Record Book, Big, 300 pages	pcs	5	80.00		400.00
17	Rubberband, #18, 350 gms/box	boxes	20	270.00		5,400.00
18	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00		360.00
19	Soap, Detergent, Liquid, 1 gal, any scent	gal	10	350.00		3,500.00
20	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00		1,050.00
21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
22	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	10	85.00		850.00

	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Wet and dry vacuum cleaner	pc	2	5,000.00		10,000.00
	TOTAL					44,661.00

Purpose: For DOH Plant Tissue Culture Laboratory use

Checked by:  ALICIA M. FLORES TWG - Office Supplies		Funds Available:  ERLINDA S. ESGUERRA HEAD, ACCOUNTING OFFICE	
Signature: 	Requested by: 	Noted by: 	Approved by: 
Printed Name: CATHERINE C. ARRADAZA	CATHERINE C. ARRADAZA	CATHERINE C. ARRADAZA	EDGARDO E. TULIN
Designation: END USER	UNIT HEAD, PROJECT LEADER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU