



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

PURCHASE REQUEST

rejection *Draft B*
PPMP #: 15-5-48-2021-8-0-0
Note: Not Uploaded @
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NOV 04 2020
BY: *[Signature]*
11/20/2020 *rejected*

Dept./Office: **DOPAC** *CAS*

PR #: **GF-2020-10-00751** */1473*

Date: **10-29-2020**

Section/End-User: **Thelma P. Apas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CAS-GF-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	1,440.00		1,440.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
6	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
7	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
8	Disinfectant Spray, 340g	can	4	465.00		1,860.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
10	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
11	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	2	56.00		112.00
12	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
14	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
15	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
16	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
17	Ink, Refill, for Permanent Marker, Red, 30mL	btls	2	115.00		230.00
18	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
20	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
21	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Ruler, Plastic, 24"	pieces	2	35.00		70.00
23	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
24	Stapler, HD No.35	pc	1	350.00		350.00
25	Tape, Double Sided, 3/4" x 10m	rolls	2	26.00		52.00
26	Tape, Masking, 2" x 25 yards	rolls	7	95.00		665.00
27	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
28	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						29,469.00

Purpose: office supply

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	THELMA P. APAS	CANDELARIO L. CALIBO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU