



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

SCAN HERE



PR-2024-0129-173914

PURCHASE REQUEST

PPMP No. : 22-5-2402-2024-8-0-6

Dept./Office: NARC

Section/End-User: Abegail B. Villamor

Funding Source: General Fund - MOOE

PR No.: GF-2024-01-00097

Date: 01-30-2024

Category: Office Supplies

Project Title/Code: RSNA 14-1416-03

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Alcohol, Ethyl, 70% solution, 500mL	btl	2	125.00		250.00

Specification:

- ?Eliminates at least 99.9% of germs
- ?Safe on skin
- ?At least 70% solution Rubbing alcohol
- ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
- ?Brand offer should be at least 10 years in the market
- ?at least 5 years expiry

3	Cleaner, Glass, 500mL, spray type, any scent	btl	2	220.00		440.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	4	289.00		1,156.00

Specification:

bright white, high premium quality

5	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00		572.00
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Specification:

bright white, high premium quality

6	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
TOTAL						3,358.00

Purpose: for project and office use

Checked by: SHALOM GRACE C. SUGANO TWG - Office Supplies	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	ABEGAIL B. VILLAMOR	FELICIANO G. SINON SR.	DANIEL LESLIE S. TAN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU