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PR-2022-0823-57142



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

## PURCHASE REQUEST

Dept./Office: **ARIC**PR No.: **GF-2022-08-01142**Date: **08-23-2022**Section/End-User: **Frances Mae . Pizon**Category: **Office Supplies**Duration: **2022-05-17**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-13**to  
**2022-05-17**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Mouse Pad, Rubber	pad	2	250.00		500.00
<b>Specification:</b>  ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
2	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
<b>Specification:</b>  bright white, high premium quality						
3	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
<b>Specification:</b>  bright white, high premium quality						
4	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
5	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
6	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
<b>TOTAL</b>						<b>20,580.00</b>

Purpose: Office supplies

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

FRANCES MAE . PIZON

Designation:

END USER

Noted by:

ANABELLA B. TULIN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU