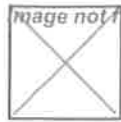




GF-2021-02-00026

PPMP #: 141-5-529-2021-9-0-0



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

PURCHASE REQUEST

Dept./Office: **GDO**PR #: **GF-2021-02-00026**Date: **02-11-2021**Section/End-User: **Rosa Ophelia D. Velarde**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GDO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
2	Cartolina, US, Orange, at least 160gsm	pcs	1	14.00		14.00
3	Cartolina, US, Red, at least 160gsm	pcs	1	14.00		14.00
4	Cartolina, US, White, at least 160gsm	pcs	1	14.00		14.00
5	Cartolina, US, Yellow, at least 160gsm	pcs	1	14.00		14.00
6	Cartolina, Vellum, Gold, at least 180gsm	pcs	1	35.00		35.00
7	Cartolina, Vellum, White, at least 180gsm	pcs	1	35.00		35.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	1	30.00		30.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00		14.00
10	Correction Fluid, waterbase, 15 mL	btl	1	40.00		40.00
11	Correction Tape, 8m x 5mm wide	pc	1	40.00		40.00
12	Envelope, Expanding, with garter tie, golden yellow, short	pc	12	11.00		132.00
13	Envelope, Expanding, with garter tie, green, long	pc	12	15.00		180.00
14	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
15	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
16	Folder, Ordinary, A4	pcs	15	7.00		105.00
Specification:						
Folder, Ordinary, A4						
17	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	15	10.00		150.00
18	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15	9.00		135.00

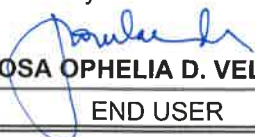
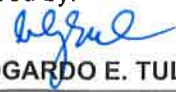
19	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	100.00		800.00
20	Multi-Purpose Glue, 130 g	btl	1	60.00		60.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	2	253.00		506.00
22	Paper, Bond, Long, S-20, 70 gsm	reams	1	286.00		286.00
23	Paper, Bond, Short, S-20, 70 gsm	reams	1	245.00		245.00
24	Paper, Manila	pcs	3	6.00		18.00
25	Pen, Permanent Marker, black, fine tip	pieces	1	60.00		60.00
26	Pen, Permanent Marker, blue, fine tip	pieces	1	60.00		60.00
27	Pen, Permanent Marker, red, fine tip	pieces	1	60.00		60.00
28	Pen, Ball, black	pieces	6	10.00		60.00
29	Pen, Ball, blue	pieces	6	10.00		60.00
30	Pen, Highlighting, asstd color	pcs	2	25.00		50.00

Specification:

Highlighter, Stabilo boss asstd color

31	Pen, Sign, .5mm, Gel-type, Black	piece	3	35.00		105.00
32	Pen, Sign, .5mm, Gel-type, Blue	piece	3	35.00		105.00
33	Pencil, Lead, #2, w/ eraser	pieces	2	10.00		20.00
34	Record Book, Big, 500 pages	pcs	2	115.00		230.00
35	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	4	10.00		40.00
36	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	4	12.00		48.00
37	Sticky Note, 3 x 3, Yellow	pads	1	84.00		84.00
38	Tape, Transparent, 12mm x 50m	rolls	1	68.00		68.00
39	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
TOTAL						4,892.00

Purpose: office use

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  ROSA OPHELIA D. VELARDE	Noted by:  EDGARDO E. TULIN	Approved by:  EDGARDO E. TULIN
Printed Name:	ROSA OPHELIA D. VELARDE	EDGARDO E. TULIN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU