



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

PURCHASE REQUEST

Dept./Office: CN

PR #: GF-2020-10-00208 /1260

Date: 10-14-2020

Section/End-User: Joel Rey U. Acob

Category: Office Supplies

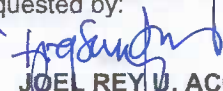
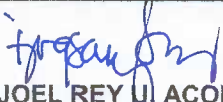
Funding Source: General Fund - MOOE

Project Title/Code: CON-2021

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	pcs	1	3,670.00		3,670.00
2	Disinfectant Cleaner, multi-surface, scented	gal	3	300.00		900.00
3	Disinfectant Spray, 170g	can	2	280.00		560.00
4	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	3	445.00		1,335.00
5	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	1	960.00		960.00
6	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
7	Duster, Feather	pcs	3	45.00		135.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
9	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
10	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
11	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
12	Fabric Conditioner, 1L, any scent	btls	3	110.00		330.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	15	38.00		570.00
14	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	10	368.00		3,680.00
15	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
16	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00		1,200.00
17	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	75	289.00		21,675.00
19	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
21	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	3	135.00		405.00

	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
2	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	10	750.00		7,500.00
23	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
25	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
26	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00
27	Transparency Film, A4, 100pcs/pack	pack	2	372.00		744.00
28	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	2	40.00		80.00
	TOTAL					66,229.00

Purpose: for instructional use

Checked by:		Funds Available:	
 ALICIA M. FLORES		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 10/10/20	
Signature:	Requested by:	Noted by:	Approved by:
	 JOEL REY U. ACOB	 JOEL REY U. ACOB	 EDGARDO E. TULIN
Designation:	END USER 10-14-2020	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU