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PR-2022-0420-27943



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

PURCHASE REQUEST

Dept./Office: **DA**PR No.: **GF-2022-04-00464**Date: **04-20-2022**Section/End-User: **Milesa C. Marsado**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **A.iii.a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	15	115.00		1,725.00
2	Hand Towel, cloth, cotton	piece	50	35.00		1,750.00
3	Masking Tape, 1"	rolls	30	60.00		1,800.00
4	Pen, Ball, blue	pieces	50	10.00		500.00
5	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
6	String Doormat/Rug/Basahan	pieces	15	100.00		1,500.00
Specification: ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
7	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
8	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
9	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00		280.00
10	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	40.00		200.00
TOTAL						8,645.00

Purpose: Office Supplies

Checked by:

NELLO D. GORNE

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MILESA C. MARSADO	ULYSSES A. CAGASAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU