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PR-2022-0912-62355



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

## PURCHASE REQUEST

Dept./Office: **ISRDS**PR No.: **GF-2022-09-01551**Date: **09-12-2022**Section/End-User: **Rhea Angelie M. Fernandez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **301000000**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
<b>Specification:</b> ?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						
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
3	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00
4	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
5	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
<b>Specification:</b> bright white, high premium quality						
6	Stapler, HD No.35	pc	1	350.00		350.00
<b>TOTAL</b>						<b>5,465.00</b>

Purpose: For Office Use

Checked by:		Funds Available:	
 <b>ALICIA M. FLORES</b>		 <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>RHEA ANGELIE M. FERNANDEZ</b>	 <b>LILIAN B. NUÑEZ</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU