



STF-2020-10-00735

672 394
3/15/21
PPMP #: 3-1-1085-2021-9-0-0Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte**PURCHASE REQUEST**Dept./Office: **DA**PR #: **STF-2020-10-00735 / 0042**Date: **10-28-2020**Section/End-User: **Roderick M. Unajan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF LAB-SHARE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
3	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
4	Duster, Feather	pcs	10	45.00		450.00
5	Pen, Ball, blue	pieces	30	10.00		300.00
6	Rubber sponge, round	pieces	10	13.00		130.00
7	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	25	40.00		1,000.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

8	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
9	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
10	Sticky Note, 3 x 4, Yellow	pads	2	140.00		280.00
11	Sticky Note, 3 x 5, Yellow	pads	2	150.00		300.00
12	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	pcs	1	4,962.00		4,962.00
TOTAL						9,268.00

Purpose: for office use

Checked by:		Funds Available:	
 NELLO D. GORNE TWG - Office Supplies		 MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	RODERICK M. UNAJAN	ULYSSES A. CAGASAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

