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PR-2022-0923-65777



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

## PURCHASE REQUEST

Dept./Office: **NCRC-V**PR No.: **GF-2022-09-01951**Date: **09-23-2022**Section/End-User: **ANDREA P. SILVA**  
**Maria Farah A. Viscara**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCRC.2025.2**

| Item #       | Item Description                                                    | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------------|---------------------------------------------------------------------|--------|-----|-----------|---------|-----------------|
| 1            | Alcohol, Isopropyl, 70% solution, 500mL                             | btls   | 4   | 140.00    |         | 560.00          |
| 2            | Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL | gallon | 2   | 450.00    |         | 900.00          |
| 3            | Pen, Ball, blue                                                     | pieces | 6   | 10.00     |         | 60.00           |
| 4            | Pen, Pentel Pen, Fine blue & black                                  | pcs    | 2   | 50.00     |         | 100.00          |
| 5            | Record Book, Big, 300 pages                                         | pcs    | 1   | 110.00    |         | 110.00          |
| 6            | Soap, Dishwashing, Liquid, 250mL                                    | btls   | 2   | 150.00    |         | 300.00          |
| <b>TOTAL</b> |                                                                     |        |     |           |         | <b>2,030.00</b> |

Purpose: research use

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Requested by:

**ANDREA P. SILVA**  
**MARIA FARAH A. VISCARA**

Noted by:

**MARISSEL A. LEORNA**

Approved by:

**EDGARDO E. TULIN**

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU