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PR 2022 0124 0005

Code: 8095, *OP 2/9/22 dm*

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

## PURCHASE REQUEST

Dept./Office: **PRORIC**PR No.: **CF 2022 01 00000**Date: **01-24-2022**Section/End User: **Mae Ann A. Bravo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-FTP-2021-1d**

| Item #                                                      | Item Description                                                                               | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost       |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------|-----|-----------|---------|------------------|
| 1                                                           | <b>Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color</b> | pus    | 50  | 205.00    |         | 10,250.00        |
| 2                                                           | <b>Net bags, fish net, 10" x 10"</b>                                                           | pc     | 111 | 19.00     |         | 2,109.00         |
| 3                                                           | <b>Paper, Bond, A4, S-24, 80 gam</b>                                                           | reams  | 20  | 289.00    |         | 5,780.00         |
| <b>Specification:</b><br>bright white, high premium quality |                                                                                                |        |     |           |         |                  |
| 4                                                           | <b>Pen, Permanent Marker, black, broad tip</b>                                                 | pieces | 6   | 60.00     |         | 360.00           |
| 5                                                           | <b>Pen, Sign, .5mm, Gel-type, Blue</b>                                                         | piece  | 20  | 35.00     |         | 700.00           |
| 6                                                           | <b>Tape, Masking, 1" x 25 yards</b>                                                            | rolls  | 4   | 48.00     |         | 192.00           |
| <b>TOTAL</b>                                                |                                                                                                |        |     |           |         | <b>19,391.00</b> |

Purpose: **Project Use**

|                              |                            |
|------------------------------|----------------------------|
| Checked by:                  | Funds Available:           |
| <b>DOREEN B. ALBA</b>        | <b>ALICIA M. FLORES</b>    |
| <b>TWG - Office Supplies</b> | <b>HEAD, BUDGET OFFICE</b> |

|                    |                         |                                  |                         |
|--------------------|-------------------------|----------------------------------|-------------------------|
| Signature:         | Requested by:           | Noted by:                        | Approved by:            |
| <i>[Signature]</i> | <i>[Signature]</i>      | <i>[Signature]</i>               | <i>[Signature]</i>      |
| Printed Name:      | <b>MAE ANN A. BRAVO</b> | <b>MAE ANN A. BRAVO</b>          | <b>EDGARDO E. TULIN</b> |
| Designation:       | <b>END USER</b>         | <b>UNIT HEAD, PROJECT LEADER</b> | <b>PRESIDENT, VSU</b>   |