



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

PURCHASE REQUEST

PPMP No. : 3-5-1546-2023-8-0-2

PR No.: GF-2023-09-02468

Date: 10-06-2023

Dept./Office: DA

Category: Office Supplies

Duration: 2023-01-01

Section/End-User: Milesa C. Marsado

Project Title/Code: Agronomy
Extension Project (EXT-69)

to
2023-12-31

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btl	5	125.00		625.00

Specification:

- ?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	Envelope, Brown, long, good quality	pcs	50	5.00		250.00
3	Envelope, brown, ordinary, A4 size	pcs	20	10.00		200.00
4	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
5	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
6	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
7	ink, Refill, for Whiteboard Marker, Black, 30mL	btl	12	165.00		1,980.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

- bright white, high premium quality

9	Pen Sign 0.7mm Gel type, blue	pc	50	49.00		2,450.00
10	Pen, Sign, .5mm, Gel-type, Red	piece	36	35.00		1,260.00
11	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
	TOTAL					13,485.00

Purpose: Office Supplies

Checked by: 		Funds Available: 	
SHALOM GRACE C. SUGANO		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	MILES A C. MARSADO	DIONESIO M. BAÑOC	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU