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

PR# 10-16-2020  
 PPMP #: 43-5-138-2021-9-0-2

## PURCHASE REQUEST

Dept./Office: **DSS**PR #: **GF-2020-10-00613** 11233Date: **10-16-2020**Section/End-User: **Joserose B. Capricho**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GAA DSS A.III.a**

| Item #       | Item Description                                         | Unit   | Qty | Unit Cost | PAR/ICS         | Total Cost       |
|--------------|----------------------------------------------------------|--------|-----|-----------|-----------------|------------------|
| 1            | Acetate, transparent, gauge #4, approx. 50m/roll         | rolls  | 2   | 650.00    | SUZETTE B. LINA | 1,300.00         |
| 2            | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent | tubes  | 5   | 220.00    | SUZETTE B. LINA | 1,100.00         |
| 3            | Battery, Alkaline, Size: C, 2pcs/pack                    | pack   | 10  | 95.00     | SUZETTE B. LINA | 950.00           |
| 4            | Envelope, Document, Brown, 150 lbs, Long                 | pc     | 200 | 7.00      | SUZETTE B. LINA | 1,400.00         |
| 5            | Folder, File, Short, 14pts, White                        | piece  | 200 | 8.00      | SUZETTE B. LINA | 1,600.00         |
| 6            | Paper, Bond, A4, S-24, 80 gsm                            | reams  | 75  | 289.00    | SUZETTE B. LINA | 21,675.00        |
| 7            | Soap, Detergent, Powder, 1 kilo/pack, any scent          | kl     | 10  | 105.00    | SUZETTE B. LINA | 1,050.00         |
| 8            | Soap, hand, liquid, 250 ml                               | btls   | 10  | 90.00     | SUZETTE B. LINA | 900.00           |
| 9            | Soap, Toilet, regular size                               | pieces | 20  | 35.00     | SUZETTE B. LINA | 700.00           |
| 10           | Staple Wire, #10                                         | boxes  | 30  | 11.00     | SUZETTE B. LINA | 330.00           |
| 11           | Tape, Duct, 2" x 25m, Black/Grey                         | rolls  | 10  | 180.00    | SUZETTE B. LINA | 1,800.00         |
| 12           | Tape, Masking, 3/4" x 25 yards                           | rolls  | 20  | 36.00     | SUZETTE B. LINA | 720.00           |
| 13           | Tape, Packaging, 2" x 100 yards, Tan                     | rolls  | 10  | 55.00     | SUZETTE B. LINA | 550.00           |
| 14           | Tissue, Bathroom, 2 Ply, 12rolls/pack                    | pack   | 10  | 204.00    | SUZETTE B. LINA | 2,040.00         |
| 15           | Transparency Film, A4, 100pcs/pack                       | pack   | 5   | 372.00    | SUZETTE B. LINA | 1,860.00         |
| <b>TOTAL</b> |                                                          |        |     |           |                 | <b>37,975.00</b> |

Purpose: for instruction use

|                                                                   |                                                               |                                                                        |                                                               |
|-------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------|
| Checked by:<br><br><b>NELLO D. GORNE</b><br>TWG - Office Supplies |                                                               | Funds Available:<br><br><b>MYRNA S. PANCITO</b><br>HEAD, BUDGET OFFICE |                                                               |
| Signature:<br>Printed Name:<br>Designation:                       | Requested by:<br><br><b>JOSEROSE B. CAPRICHIO</b><br>END USER | Noted by:<br><br><b>SUZETTE B. LINA</b><br>UNIT HEAD, PROJECT LEADER   | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU |