



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

PURCHASE REQUEST

Dept./Office: **DFS**

PR No.: **STF-2022-06-00787**

Date: **06-13-2022**

Section/End-User: **Jan Pauline H. Ababat**

Category: **Office Supplies**

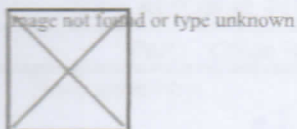
Funding Source: **Special Trust Fund**

Project Title/Code: **Tree Management Committee 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	1	300.00	ANATOLIO N. POLINAR	300.00
Specification: ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00	ANATOLIO N. POLINAR	220.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00	ANATOLIO N. POLINAR	600.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00	ANATOLIO N. POLINAR	345.00
5	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00	ANATOLIO N. POLINAR	530.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	1	28.00	ANATOLIO N. POLINAR	28.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	1	46.00	ANATOLIO N. POLINAR	46.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	1	70.00	ANATOLIO N. POLINAR	70.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	1	30.00	ANATOLIO N. POLINAR	30.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00	ANATOLIO N. POLINAR	14.00

	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00	ANATOLIO N. POLINAR	38.00
12	Folder, File, Long, 14pts, White	piece	50	10.00	ANATOLIO N. POLINAR	500.00
13	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	1	78.00	ANATOLIO N. POLINAR	78.00
14	Multi-purpose Plastic Utility Tray	pcs	2	50.00	ANATOLIO N. POLINAR	100.00

Specification:



15	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	10	25.00	ANATOLIO N. POLINAR	250.00
16	Notebook, spiral, 80 leaves	pieces	1	26.00	ANATOLIO N. POLINAR	26.00
17	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	ANATOLIO N. POLINAR	2,530.00

Specification:

bright white, high premium quality

18	Paper, Bond, Long, S-20, 70 gsm	reams	6	286.00	ANATOLIO N. POLINAR	1,716.00
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Specification:

bright white, high premium quality

19	Pen, Permanent Marker, black, broad tip	pieces	3	60.00	ANATOLIO N. POLINAR	180.00
20	Pen, Ball, blue	pieces	10	10.00	ANATOLIO N. POLINAR	100.00
21	Pen, Whiteboard Marker, black	pieces	3	50.00	ANATOLIO N. POLINAR	150.00
22	Puncher, 2 holes, heavy duty	pieces	1	155.00	ANATOLIO N. POLINAR	155.00
23	Record Book, 200 Pages	piece	3	90.00	ANATOLIO N. POLINAR	270.00
24	Scissors, 6" heavy duty, good quality	piece	1	68.00	ANATOLIO N. POLINAR	68.00
25	Staple Wire, #35	boxes	3	30.00	ANATOLIO N. POLINAR	90.00
26	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	2	40.00	ANATOLIO N. POLINAR	80.00

Specification:

?Sticky Flags Suitable For/As:

?Indexing Tab

?Highlighting

?Marking

?Repositionable

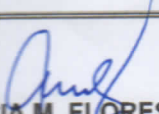
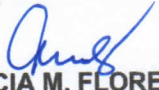
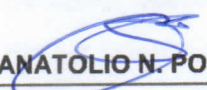
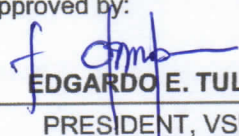
?One end straight-cut, One end arrow-shaped

?Can be used to show/indicate where to attach signature

27	Sticky Note, 3 x 3, Yellow	pads	2	84.00	ANATOLIO N. POLINAR	168.00
28	Tape, Masking, 1" x 25 yards	rolls	3	48.00	ANATOLIO N. POLINAR	144.00
29	Tape, Masking, 2" x 25 yards	rolls	3	95.00	ANATOLIO N. POLINAR	285.00
30	Tape, Transparent, 12mm x 50m	rolls	3	68.00	ANATOLIO N. POLINAR	204.00

Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	ANATOLIO N. POLINAR	204.00
TOTAL					9,519.00

Purpose: office and materials for tree management committee

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  JAN PAULINE H. ABABAT	Noted by:  ANATOLIO N. POLINAR	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU