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

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~~DP 2022-0200-10031~~

PURCHASE REQUEST

Dept./Office: ODPP

PR No.: GF-2022-02-00148

Date: 02-28-2022

Section/End-User: **Claudio R. Ababat Jr.**

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: PPES - ODPP 2022

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	2	250.00		500.00
2	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	4	200.00		800.00
3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	3	785.00		2,355.00
4	Computer/Paint Brush, 1.5"	piece	3	25.00		75.00
5	Correction Pen, rolling ball-metal tip	pc	2	220.00		440.00
6	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
7	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
8	Floor Mop with wooden handle, heavy duty	pcs	2	240.00		480.00
9	Folder, Ordinary, A4	pcs	40	7.00		280.00
Specification: Folder, Ordinary, A4						
10	Mop Rug, Heavy Duty, 100% cotton	pieces	10	90.00		900.00
11	Mouse Pad, Rubber	pad	1	250.00		250.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
12	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
13	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification:						

bright white, high premium quality

14	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00	1,385.00
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Specification:

bright white, high premium quality

15	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00	180.00
16	Pen, Ball, blue	pieces	50	10.00	500.00
17	Pen, Whiteboard Marker, red	pieces	2	50.00	100.00
18	Pen, Whiteboard Marker, black	pieces	5	50.00	250.00
19	Pen, Whiteboard Marker, blue,	pieces	2	50.00	100.00
20	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	1	120.00	120.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

21	Record Book, Big, 300 pages	pcs	4	80.00	320.00
22	Record Book, Big, 500 pages	pcs	4	115.00	460.00
23	Staple wire remover	pieces	1	40.00	40.00
24	Staple wire remover, Plier type, Metal	piece	1	100.00	100.00
25	Stapler, HD No.35	pc	2	350.00	700.00
26	Sticky Note, 3 x 3, Yellow	pads	4	84.00	336.00
27	Tape, Double Sided, 1" x 10m	rolls	5	35.00	175.00
28	Tape, Masking, 1" x 25 yards	rolls	10	48.00	480.00
29	Tape, Masking, 2" x 25 yards	rolls	4	95.00	380.00
30	Toilet Brush with Holder	set	1	180.00	180.00
TOTAL					18,001.00

Purpose: For PPES office

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CLAUDIO R. ABABAT JR.	MARLON G. BURLAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU