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PR-2022-0810-54616



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

PURCHASE REQUEST

Dept./Office: **DBS**PR No.: **TF-2022-08-01079**Date: **08-10-2022**Section/End-User: **Alma . Gofredo**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-25**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00	ANALYN M. MAZO	1,320.00
2	Cotton, 400g	packs	5	300.00	ANALYN M. MAZO	1,500.00
3	External Hard Drive, 1 TB	unit	1	3,000.00	ANALYN M. MAZO	3,000.00

Specification:

Transcend TS1TSJ25M3 Slim 1TB Portable Hard Drive (Green) with 3 YEARS

- Capacity: 1TB
- Connection interface: USB 2.0/3.0
- Storage Media: 2.5" SATA HDD
- Op. Voltage: USB DC 5V
- Size :129.5mm x 82.4mm x 20.4mm
- Weight: 216g

4	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	9	150.00	ANALYN M. MAZO	1,350.00
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Specification:

5	Folder, File, Long, 14pts, White	piece	8	10.00	ANALYN M. MAZO	80.00
6	Oil, for typewriter, all purpose, 130 ml	btls	3	180.00	ANALYN M. MAZO	540.00
7	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00	ANALYN M. MAZO	380.00
8	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	ANALYN M. MAZO	750.00
9	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00	ANALYN M. MAZO	400.00

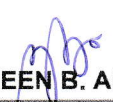
Specification:

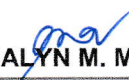
- ?Sticky Flags Suitable For/As:
- ?Indexing Tab

?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
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10	Sticky Note, 2 x 3, Yellow	pads	10	79.00	ANALYN M. MAZO	790.00
	TOTAL					10,110.00

Purpose: Office Use

Checked by:  DOREEN B. ALBA TWG - Office Supplies	Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE <i>JB</i>
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Signature: Printed Name: Designation:	Requested by: 	Noted by: 	Approved by: 
	ALMA GOFREDO END USER	ANALYN M. MAZO UNIT HEAD, PROJECT LEADER	EDGARDO E. TULIN PRESIDENT, VSU