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PR-2022-0526-34918



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

PURCHASE REQUEST

Dept./Office: **DFST**PR No.: **GF-2022-05-00661**Date: **05-26-2022**Section/End-User: **Pearl P. Vistal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DFST-Higher Education**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	PEARL P. VISTAL	140.00
2	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	6	368.00	PEARL P. VISTAL	2,208.00
3	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00	PEARL P. VISTAL	1,500.00
4	Folder, File, Long, 14pts, White	piece	55	10.00	PEARL P. VISTAL	550.00
5	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	15	78.00	PEARL P. VISTAL	1,170.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00	PEARL P. VISTAL	2,925.00
7	Nylon, #300, for grass cutter	kl	3	450.00	PEARL P. VISTAL	1,350.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	PEARL P. VISTAL	5,780.00
Specification: bright white, high premium quality						
9	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00	PEARL P. VISTAL	1,415.00
10	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00	PEARL P. VISTAL	600.00
11	Pen, Ball, blue	pieces	50	10.00	PEARL P. VISTAL	500.00
12	Pen, Sign, .5mm, Gel-type, Blue	piece	16	35.00	PEARL P. VISTAL	560.00
13	Record Book, Big, 300 pages	pcs	5	80.00	PEARL P. VISTAL	400.00
14	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	PEARL P. VISTAL	750.00
15	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00	PEARL P. VISTAL	850.00
16	Staple Wire, #35	boxes	4	30.00	PEARL P. VISTAL	120.00
17	Sticky Note, 2 x 3, Yellow	pads	10	79.00	PEARL P. VISTAL	790.00
18	Tape, Double Sided, 1" x 10m	rolls	10	35.00	PEARL P. VISTAL	350.00
19	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00	PEARL P. VISTAL	250.00
20	Toilet Bowl Cleaner, at least 1 gallon	gal	3	395.00	PEARL P. VISTAL	1,185.00

TOTAL				23,393.00	
Purpose: Office Use					
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:	PEARL P. VISTAL	LYNETTE C. CIMA FRANCH LORINA A. GALVEZ		EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	