



GF-2020-10-00438



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

CP# 1914-1917
 PPMP #: 63-5-299-2021-8-0-2
 10/26/20

PURCHASE REQUEST

Dept./Office: **ACRO**PR #: **GF-2020-10-00438/1187**Date: **10-15-2020**Section/End-User: **Aniceta M. Lumacad**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GASS-ACRO 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
2	Basin, Utility, Durable Plastic, Size: at least 16" 15 x 40.5cm, any Color	pcs	1	205.00		205.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Broom, Stick Broom, Tukog	pc	1	35.00		35.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
5	Cartolina, US, White, at least 160gsm	pcs	24	14.00		336.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
7	Disinfectant Cleaner, multi-surface, scented	gal	2	300.00		600.00
8	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	200	7.00		1,400.00
10	Envelope, Expanding, Plastic, Long	pc	100	30.00		3,000.00
11	Envelope, Mailing, white, long, 500pcs/box	box	2	395.00		790.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	7	38.00		266.00
13	Folder, File, Long, 14pts, White	piece	206	10.00		2,060.00
14	Folder, File, Short, 14pts, White	piece	115	8.00		920.00
15	Folder, Pressboard, US, Blue, Long	pieces	100	30.00		3,000.00
16	Hand Towel, cloth, cotton	piece	6	15.00		90.00
17	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00

18	Mop Handle, aluminum, screw type, neavy duty, at least 4 ft long	pieces	1	500.00	500.00
19	Pail, Plastic, 10 li cap.	pieces	1	200.00	200.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	35	289.00	10,115.00
21	Paper, Bond, Long, S-24, 80 gsm	reams	12	328.00	3,936.00
22	Paper, Bond, Short, S-20, 70 gsm	reams	3	245.00	735.00
23	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00	180.00
24	Pen, Ball, black	pieces	10	10.00	100.00
25	Pen, Ball, blue	pieces	37	10.00	370.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00	210.00
27	Soap, hand, liquid, 250 ml	btls	1	90.00	90.00
28	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	800.00
29	Tape, Double Sided, 1" x 10m	rolls	6	35.00	210.00
30	Tape, Masking, 1" x 25 yards	rolls	6	48.00	288.00
31	Tape, Transparent, 12mm x 50m	rolls	6	68.00	408.00
32	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	408.00
TOTAL					33,700.00

Purpose: Office used

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ANICETA M. LUMACAD

END USER

Noted by:

ELSIE E. SALAMAT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU