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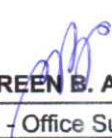
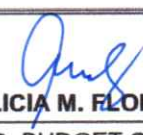



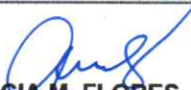
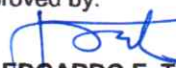
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **BuO**PR No.: **GF-2022-09-01294**Date: **09-01-2022**Section/End-User: **Mona Nena B. Geraldo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BUDGET 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Correction Tape, 10 meters	pcs	48	32.00		1,536.00
4	Detergent Soap, Powder, 500g	packs	2	60.00		120.00
Specification: Detergent Soap Powder with Antibacterial, 500g						
5	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
6	Envelope, Expanding, with garter tie, green, long	pc	12	15.00		180.00
7	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
8	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	100	10.00		1,000.00
9	Gel Ink Sign Pen 0.5, black	pcs	20	25.00		500.00
10	Gel Ink Sign Pen 0.5, blue	pcs	60	25.00		1,500.00
11	Gel Ink Sign Pen 0.5, red	pcs	10	25.00		250.00
12	Multi-Insect Killer Spray, 600mL	tubes	5	600.00		3,000.00
13	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00

Specification: bright white, high premium quality						
14	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
16	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
Specification: bright white, high premium quality						
17	Pen, Highlighter, orange	pieces	2	46.00		92.00
18	Pen, Highlighter, violet	pieces	2	47.00		94.00
19	Pen, Highlighter, yellow	pieces	2	45.00		90.00
20	Pen, Sign, .5mm, Gel-type, Black	piece	20	35.00		700.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
22	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
23	Ready-Made Curtain (RMC), Cream color	pc	15	450.00		6,750.00
Specification: ?Dimension: 60"x84" ?Color: Cream/Beige ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly – NO Flowers and Lace						
24	Soap, Dishwashing, Liquid, 250mL	btl	36	150.00		5,400.00
25	Soap, hand, liquid, 250 ml	btl	24	135.00		3,240.00
Specification: • pump type						
26	Staple Wire, #35	boxes	10	30.00		300.00
27	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
28	White Folders, 0.14mm long 100pcs/pack	packs	1	430.00		430.00
TOTAL						52,697.00
Purpose: OFFICE SUPPLIES						
Checked by: <div style="text-align: center;">  DOREEN B. ALBA TWG - Office Supplies </div>				Funds Available: <div style="text-align: center;">  ALICIA M. FLORES HEAD, BUDGET OFFICE </div>		

Signature: Printed Name: Designation:	Requested by:  MONA NENA B. GERALDO	Noted by:  ALICIA M. FLORES	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU