



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

PURCHASE REQUEST

Dept./Office: **RERC**

PR No.: **GF-2022-09-01249**

Date: **09-01-2022**

Section/End-User: **SUSANA B. MIÑOZA**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCERC Overhead Cost**

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		1,320.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
3	Envelope, Expanding, Plastic, Long	pc	12	54.00		648.00
4	Envelope, Expanding, Plastic, Long, with Handle	pcs	6	100.00		600.00
Specification:						
5	Envelope, Kraft, Brown, Long	box of 50's	1	200.00		200.00
Specification:						
<ul style="list-style-type: none"> Kraft paper envelope (made of kraft paper) 15in * 10in (measurement) 1 box contains 50pcs good quality 						
6	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	3	150.00		450.00
Specification:						
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	100.00	ELDON P. DE PADUA	800.00
TOTAL						5,268.00

Purpose: For office use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:	Noted by:	Approved by:
	SUSANA B. MIÑOZA	ELDON P. DE PADUA	EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU