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PR-2022-0531-35503



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

PURCHASE REQUEST

Dept./Office: **ODI**PR No.: **GF-2022-05-00689**Date: **05-31-2022**Section/End-User: **Maria Louella C. Tambis**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODI.A.III.G**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
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						
2	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	46.00		138.00
3	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	2	70.00		140.00
4	Gel Ink Sign Pen 0.5, blue	pcs	100	25.00		2,500.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
6	Paper, Bond, Long, S-24, 80 gsm	reams	4	328.00		1,312.00
Specification: bright white, high premium quality						
7	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	20	38.00		760.00
8	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	30	90.00		2,700.00
9	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	20	65.00		1,300.00
10	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	24	204.00		4,896.00
11	Transparency Film, A4, 100pcs/pack	pack	2	372.00		744.00

TOTAL				18,130.00	
Purpose: For 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:
	MARIA LOUELLA C. TAMBIS		ALAN B. LORETO		EDGARDO E. TULIN
	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU