



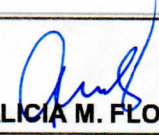
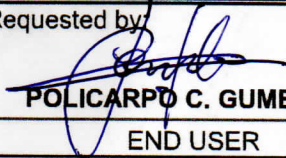
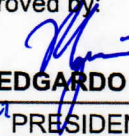
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PR No.: **GF-2022-03-00268**Date: **03-23-2022**Dept./Office: **DAS**Category: **Office Supplies**Section/End-User: **Policarpo C. Gumba Jr.**Project Title/Code: **DAS A.III.b.1 - Higher Education (GF) 2022**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	30	140.00		4,200.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Cartolina, US, White, at least 160gsm	pcs	15	14.00		210.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
6	Datafiler	pc	5	250.00		1,250.00
Specification: 223cm H x 14cm W x 44cm D						
7	Disinfectant Spray, 340g	can	5	465.00		2,325.00
8	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
9	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
10	Liquid Hand Soap	gallon	2	350.00		700.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	45	253.00		11,385.00
Specification: bright white, high premium quality						
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
13	Pen, Ball, blue	pieces	30	10.00		300.00
14	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						22,939.00

Purpose: Office Supplies

Checked by:  DOREEN B. ALBA		Funds Available:  ALICIA M. FLORES <i>2/15</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  POLICARPO C. GUMBA JR.	Noted by:  MANUEL D. GACUTAN JR.	Approved by:  EDGARDO E. TULIN
	END USER		