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PR-2022-0330-24526



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

PURCHASE REQUEST

Dept./Office: **DOE**PR No.: **GF-2022-03-00340**Date: **03-30-2022**Section/End-User: **Carlito O. Suganob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DOE 2022 A.III.a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
2	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
3	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
4	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
5	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	7	165.00		1,155.00
6	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00		825.00
7	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	7	165.00		1,155.00
8	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	1	450.00		450.00
9	Nylon, #300, for grass cutter	kl	2	450.00		900.00
10	Pen, Ball, black, Pilot	pieces	20	10.00		200.00
11	Pen, Ball, blue, Pilot	pieces	20	10.00		200.00
12	Pen, Ball, red, Pilot	pieces	20	10.00		200.00
13	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
14	Ring Binder, plastic, 14mm, 9/16" black	pieces	10	15.00		150.00
15	Ring Binder, plastic, 20mm, 3/4" black	pieces	10	22.00		220.00
16	Ring Binder, plastic, 22mm, 7/8" black	pieces	10	27.00		270.00
17	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	10	46.00		460.00
18	Ring Binder, plastic, 6mm, 1/4" black	pieces	10	8.00		80.00
19	Ring Binder, plastic, 8mm, 5/16" black	pieces	10	8.00		80.00
20	Ring Binder, plastic, 12mm, 1/2" black	pieces	10	12.00		120.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Ring Binder, plastic, 14mm, 5/8" black	pieces	10	18.00		180.00
22	Tape, Masking, 1" x 25 yards	rolls	8	48.00		384.00
23	Tape, Masking, 1/2" x 25 yards	rolls	7	25.00		175.00
24	Tape, Transparent, 24mm x 50m	rolls	8	120.00		960.00
	TOTAL					9,284.00

Purpose: For office use.

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CARLITO O. SUGANOB	MARIA HAZEL I. BELLEZAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU