



GF-2020-10-00357

PPMP #: 134-5-340-2021-8-0-0

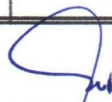


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **RAO**PR #: **GF-2020-10-00357 /1318**Date: **10-14-2020**Section/End-User: **Maria Roberta S. Miraflor**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Records and Archives Office-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	4	125.00		500.00
2	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
3	Cleanser, Powder, 500g, any scent	btls	2	76.00		152.00
4	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
5	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
6	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
7	Folder, Pressboard, US, Long, Pink/Maroon	piece	50	30.00		1,500.00
Specification:						
8	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
9	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
11	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
13	Paper, Towel, Interfolded, 1 ply, 175 pulls	pack	3	75.00		225.00
14	Ring Binder, plastic, 84 38mm, 1-1/2" black	pieces	3	46.00		138.00
15	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	3	12.00		36.00
16	Tape, Double Sided, 1" x 10m	rolls	1	35.00		35.00
17	Tape, Masking, 3" x 25 yards	rolls	1	143.00		143.00
TOTAL						17,625.00
Purpose: for office use						

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  MARIA ROBERTA S. MIRAFLOR	Noted by:  MARIA ROBERTA S. MIRAFLOR	Approved by:  EDGARDO E. TULIN
	END USER 	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU