



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

PURCHASE REQUEST

Dept./Office: USSO

PR #: GF-2020-10-00625

Date: 10-16-2020

Section/End-User: Merlam M. Luna

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: USSO/ODS 2021

Item #	Item Description	Unit	Qty	Unit Cost	PARICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	1	650.00		650.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
3	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btl's	6	250.00		1 500.00
4	Battery, Alkaline, Size: C, 2pcs/pack	pack	1	95.00		95.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
6	Cleanser, Powder, 500g, any scent	btl's	50	76.00		3,800.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	15	20.00		300.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
11	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
12	Duster, Feather	pcs	6	45.00		270.00
13	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	10	14.00		140.00
14	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	pcs	1	396.00		396.00
15	Envelope, Expanding, with garter tie, green, long	pc	25	15.00		375.00
16	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
17	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
Specification: Folder, Ordinary, A4						
18	Folder, Pressboard, US, Green, Long	pcs	10	30.00		300.00

19	Ink, Epson Premium Dye Ink, 1 liter, black	blls	1	1,700.00		1,700.00
Specification: can be used for Epson L series printers						
20	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
21	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	25	38.00		950.00
22	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	25	38.00		950.00
23	Pen, Ball, blue	pieces	50	10.00		500.00
24	Pen, Sign, .5mm, Gel-type, Blue	pieces	12	35.00		420.00
25	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
25	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
27	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
28	Soap, Dishwashing, Liquid, 250mL	blls	6	150.00		900.00
29	Soap, hand, liquid, 250 ml	blls	5	90.00		450.00
30	Soap, Toilet, guest size	pieces	10	15.00		150.00
31	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
32	Stamping Pad size 2	pieces	1	155.00		155.00
33	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
34	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00
TOTAL						24,944.00

Purpose: FOR OFFICE USE

Checked by:

DOREEN B. ALBA

TWG Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

MERIAM M. LUNA

MANOLO B. LORETO

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU