



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

PURCHASE REQUEST

Dept./Office: **OHP**

PR No.: **GF-2022-09-01488**

Date: **09-08-2022**

Section/End-User: **Ezra G. Monte**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Planning Office MOOE 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desk Tape Dispenser	piece	1	500.00		500.00
Specification: Specifications: <ul style="list-style-type: none"> • Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors • Sold Individually • Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape. • Product Color: Black or Blue • Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time. • Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly. 						
2	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
3	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	4	140.00		560.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	6	100.00		600.00
5	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
6	Record Book, Big, 500 pages	pcs	2	115.00		230.00
7	Sign Here Sticky Notes	pack	2	59.00		118.00
8	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
9	Staple Wire, #10	boxes	3	15.00		45.00
10	Stapler, HD No.35	pc	1	350.00		350.00
11	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	3	79.00		237.00
12	Yarn, Ply Milk Cotton Yarn Cotton Chunky Hand-woven Crochet Knitting Wool Yarn	roll	3	20.00		60.00

TOTAL				3,235.00	
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:		
Printed Name:	EZRA G. MONTE	TONI MARC L. DARGANTES	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		